

STUDENT HANDBOOK



2011/2012



Digitized by the Internet Archive
in 2014

Student Handbook

2011-2012

This book belongs to:

Name

Address

City, State, Zip

Phone

LaGrange College challenges the minds and inspires the souls of its students. Founded in 1831 and committed to its relationship with the United Methodist Church and its Wesleyan and liberal arts traditions, the college supports students in their search for truth. An ethical and caring community that values civility, diversity, service, and excellence, LaGrange College prepares its students to become successful, responsible citizens who aspire to lives of integrity and moral courage.

2011 - 2012 Student Handbook

LaGrange College

Editor: Dr. Jack Slay, Dean of Student Affairs

Publisher: Panther Prints, LaGrange College

601 Broad Street, LaGrange, Georgia 30240

706-880-8268 www.lagrange.edu

NOTE: Every effort has been made to ensure the accuracy of this publication; however, neither LaGrange College or any of its representatives can be held liable for any inaccuracies or omissions.

Printed in the U.S.A.



STUDENT HANDBOOK 2011 - 2012

Table of Contents

Welcome.....	4
Campus Map	5
Hours.....	6
Academic Calendar	7
Evening College Calendar	14
Dining Hall Calendar	17
Cultural Enrichment Calendar	18
Honor Code.....	22
Social Code	27
Student Development Office.....	32
Standard of Conduct and College Policies.....	40
Policies Pertaining to Students and Student Organizations	47
Residence Life Regulations	57
Student Government Association.....	68



Welcome

As President of the Student Government Association, I would like to extend a warm welcome to both new and returning students to LaGrange College. Beginnings bring opportunities for a fresh start, whether this is your first year at LaGrange College or you are a returning student. This new year is full of opportunities to challenge our minds, inspire our souls, and transform our lives. As our campus continues to grow, I encourage you to take advantage of the outstanding range of opportunities for personal growth, life-long friendships, and academic challenges. LaGrange College is an institution that prides itself in being a big family here on the hill. And this family—our family—provides each and every one of us with chances to make an impact in the lives of our peers and those within the LaGrange community. I encourage each of you to get involved and find your niche on campus now! It could be playing for one of our 16 athletic teams, being a part of a spiritual life group, becoming a brother or sister in one of our six Greek organizations, taking part in our Student Government Association, joining in on the many service projects on and off campus, or even expressing yourself through art, music, or acting. The opportunities available for all students to have an impact on this campus are never-ending. The experiences that LaGrange College provides are unlike any other school. Our college is comprised of a close-knit, caring and ethical community of individuals all striving to attain the same goal of educating ourselves and transforming our lives to leave LaGrange College better than when we found it.

As your student body president, classmate, and friend, I again welcome you and ask that you join me in making this 2011-2012 academic year unforgettable. I wish you a blessed year and may all your years here on the Hill be filled with academic enlightenment, life-long relationships, and unforgettable memories. God Bless,

A handwritten signature in cursive script that reads 'Lauren Gledhill'. The signature is fluid and elegant, with a large initial 'L'.

Lauren Gledhill



CAMPUS BUILDINGS AND GROUNDS

1. Books Building
2. Chapel
3. Callaway Science Building
4. Manger Building
5. Student Hall
6. Callaway Academic Building
7. Quadrant Building
8. South Field
9. Pine Residence Hall
10. Podiatrist Bridge
11. Lewis Library
12. Pine Dining Hall
13. Canfield Campus
14. Basketball Hall
15. Tennis Hall
16. Sherry Residence Hall
17. Marion Gymnasium
18. Hardier Hall
19. Canfield Residence Hall
20. Mitchell Building
21. Nancy Gibbs Alumni House
22. President's House
23. Pine Theater
24. Foster Double Ice Center
25. Classroom Field
26. Callaway Education Building
27. Nick Allen Poolroom
28. Football Practice Field
29. Tennis Courts
30. Softball Complex
31. Hudson Gymnasium
32. Soccer Field
33. Callaway Auditorium
34. Callaway Stadium

STUDENT HANDBOOK 2011 - 2012



LAGRANGE
COLLEGE

Campus Hours

Administration Offices	Monday – Friday	8:00 a.m. – 5:00 p.m.
Bookstore	Monday – Thursday	8:30 a.m. – 4:00 p.m.
	Friday	8:30 a.m. – 2:00 p.m.
	Summer and Holidays	8:30 a.m. – 12:00 p.m.
Cafeteria	<i>Breakfast</i>	
	Monday – Friday	7:30 a.m. – 9:00 a.m.
	<i>Lunch</i>	
	Monday – Friday	11:00 a.m. – 1:00 p.m.
	<i>Dinner</i>	
	Monday – Thursday	5:00 p.m. – 7:30 p.m.
	Friday	5:00 p.m. – 7:00 p.m.
	Saturday and Sunday	
	Brunch	10:30 a.m. – 1:00 p.m.
	Dinner	5:00 p.m. – 6:30 p.m.
Copy Center	Monday – Friday	8:00 a.m. – 5:00 p.m.
CEB Fitness Center	Monday – Thursday	8:00 a.m. – 9:00 p.m.
	Friday	8:00 a.m. – 5:00 p.m.
	Saturday and Sunday	closed
Simpson Fitness Center	Monday – Thursday	8:00 a.m. – 10:00 p.m.
	Friday	8:00 a.m. – 5:00 p.m.
	Saturday	10:00 a.m. – 3:00 p.m.
	Sunday	2:00 p.m. – 10:00 p.m.
Lewis Library	<i>Fall-Spring Semesters</i>	
	Monday – Thursday	8:00 a.m. – 11:00 p.m.
	Friday	8:00 a.m. – 5:00 p.m.
	Saturday	11:00 a.m. – 4:00 p.m.
	Sunday	2:00 p.m. – 10:00 p.m.
	<i>Summer Semester</i>	
	Monday – Thursday	8:00 a.m. – 9:00 p.m.
	Friday	8:00 a.m. – 5:00 p.m.
	Saturday	Closed
	Sunday	6:00 p.m. – 9:00 p.m.
	<i>Non-Session Hours</i>	
	Monday – Friday	8:00 a.m. – 5:00 p.m.
	Saturday – Sunday	Closed
Tutoring Center	Sunday – Thursday	6:00 p.m. – 9:00 p.m.
Writing Lab	call 880-8285	
Natatorium	<i>Lap swimming</i>	
	Monday – Friday	12:00 p.m. – 1:30 p.m.
	Tuesday and Thursday	6:30 a.m. – 8:30 a.m.
	<i>Recreational Swimming</i>	
	Monday – Thursday	6:00 p.m. – 8:00 p.m.
	Saturday and Sunday	2:00 p.m. – 4:00 p.m.
Post Office	<i>Mail Box Area</i>	Open 24 hours
	Office 880-8287	M-F, 8:00 a.m. – 5:00 p.m.



STUDENT HANDBOOK 2011 - 2012

2011-2012 Academic Calendar

August 2011

Fall Semester (63 Class Days)

- 17.....Opening Session
- 17.....Faculty Institute begins
- 18.....06:30 PM President's Buffet for faculty, administration, staff, and their spouses
- 19.....Faculty Institute ends
- 19.....Departmental and/or Division meetings
- 22.....New students move in - First Week begins
- 22.....12:30 PM Math placement test for all new students, Jolly Room, Science Building
- 22-26First Week
- 23.....First-year student assessment
- 25.....First-year student assessment
- 27-29Residence Halls open - returning students move-in
- 29.....First-year student assessment
- 29-30Final registration for returning day students begins. Advisors are available in their offices during posted office hours.
- 30.....First-year student assessment
- 30.....06:00 PM Fair on the Hill
- 30.....Work aid and work study time sheets due
- 31.....All classes begin
- 31.....07:00 PM Opening Convocation

September 2011

- 5.....Labor Day - College closed
- 7.....End drop/add at 5:00 p.m. No refund for individual classes dropped after this date.
- 7.....All Incomplete grades should be changed to permanent grades.
- 7.....Syllabi and office hours due to Provost's Office by email.
- 15.....9:00 AM Administrative Council meeting
- 16.....Day of Record
- 17.....Fall Visitation Day 1
- 26-29Interim 2012 Registration
- 26.....Spring & Summer 2012 class schedules due in the Registrar's Office
- 29.....Faculty Assembly
- 30.....Work aid and work study time sheets due

STUDENT HANDBOOK 2011 - 2012



LAGRANGE
COLLEGE

2011-2012 Academic Calendar

October 2011

- 6.....9:00 AM Staff Council meeting, Bailey Room
6.....11:15 AM Faculty meeting, Student Center Assembly Room
13.....9:00 AM Administrative Council meeting
13-14Fall Break—No Classes
17.....Mid-Term. Faculty should submit deficiency reports electronically to the Provost's Office by 5:00 p.m. so that advisors may have copies before pre-registration advising.
20-21Board of Trustees meeting
22.....2011 Homecoming
24-28Faculty Advising Week
25.....11:15 AM Senior Assessment
27.....Faculty Assembly
28.....Work aid and work study time sheets due
29.....Service Saturday

November 2011

- 31 October - 5 November Pre-registration for Day students. Students completing degree requirements by end of Fall, Interim, or Spring terms should file petitions for graduation with the Registrar. Advisors available.
3.....9:00 AM Staff Council meeting, Bailey Room
3.....11:15 AM Faculty meeting, Student Center Assembly Room
3.....Proposals for Interim 2012 travel courses due
6.....Daylight Savings Time ends
12.....Fall Visitation Day 2
17.....9:00 AM Administrative Council meeting
17.....Faculty Assembly
21.....Last day to withdraw from a class with an automatic "W"
22.....Last day of classes before Thanksgiving break
23.....Administrative offices close at Noon
24-25Thanksgiving Break - no classes
24-25Administrative Offices closed
28.....Classes resume after Thanksgiving Break
28- Dec. 2. Celebrate the Servant
30.....Work aid and work study time sheets due



STUDENT HANDBOOK 2011 - 2012

2011-2012 Academic Calendar

December 2011

- 1.....9:00 AM Staff Council meeting, Bailey Room
- 1.....Faculty meeting, Student Center Assembly Room
- 3.....05:30 PM Celebration of Servant-Leadership, Assembly Room
- 3.....07:30 PM A Festival of Nine Lessons and Carols, Callaway Auditorium
- 5.....Last day of Fall-Term classes for Day College
- 6-10.....Exams

Rotation Exam Schedule III

Tuesday, Dec. 6 8:00-11:00 AM 7:20 MWF
.....11:30-2:30 PM 4:00/4:30 TR
.....3:00-6:00 PM

Wednesday, Dec. 7 8:00-11:00 AM 8:00/8:30 MWF
.....11:30-2:30 PM 1:40 MWF
.....3:00-6:00 PM 2:50 MWF

Thursday, Dec. 8 8:00-11:00 AM 9:40 TR
.....11:30-2:30 PM 1:00 TR
.....3:00-6:00 PM 2:40 TR

Friday, Dec. 9 8:00-11:00 AM 8:00 TR
.....11:30-2:30 PM 10:50 MWF
.....3:00-6:00 PM 4:00/4:30 MWF

Saturday, Dec. 10 8:00-11:00 AM 9:40 MWF
.....11:30-2:30 PM 12:30 MWF
.....3:00-6:00 PM

- 10.....05:00 PM Begin term break at 5:00 pm
- 12.....Summer research proposals due in Provost's Office
- 15.....9:00 AM Administrative Council meeting
- 15.....President's reception for faculty and staff
- 16.....Grades due
- 21.....Work aid and work study time sheets due
- 22-31Holidays for administration and staff - College closed

January 2012 Interim-Term (17 Class Days)

- 2.....Residence halls open
- 2.....Registration for new and returning Day students.
- 3.....Mandatory first meeting for classes.



2011-2012 Academic Calendar

- 4.....End drop/add at 5:00 p.m. No refund for individual classes dropped after this date.
- 4.....All Incomplete grades should be changed to permanent grades.
- 5.....Syllabi and office hours due in Provost's Office by email.
- 5.....9:00 AM Staff Council meeting, Bailey Room
- 5.....11:15 AM Faculty meeting, Student Center Assembly Room
- 11.....Day of Record
- 12.....Mid-Term
- 13.....Last day to withdraw from a class with an automatic "W"
- 16.....Martin Luther King, Jr. Day - College closed.
- 19.....9:00 AM Administrative Council meeting
- 26.....Last day of class
- 26.....Faculty Assembly
- 27.....8:30 AM Math placement test for all new students, Jolly Room, Science Building
- 27.....Final registration for all day students begins. Advisors are available in their offices during posted office hours.
- 31.....Work aid and work study time sheets due
- 31.....Interim-Term grades due

February 2012 Spring Semester (63 Class Days)

- 2.....Classes begin
- 2.....11:15 AM Spring Semester new first-year student assessment
- 2.....9:00 AM Staff Council meeting, Bailey Room
- 2.....11:15 AM Faculty meeting, Student Center Assembly Room
- 7.....End drop/add at 5:00 p.m. No refund for individual classes dropped after this date.
- 7.....All Incomplete grades should be changed to permanent grades.
- 9.....Syllabi and office hours due in Provost's Office by email.
- 10.....Fall-Term 2012 and Spring-Term 2013 schedules are due in the Registrar's Office.
- 10.....Day of Record
- 11.....Presidential Scholarship Competition Day
- 16.....9:00 AM Administrative Council meeting
- 23.....Faculty Assembly
- 25.....Fine Arts Scholarship Day
- 29.....Work aid and work study time sheets due



STUDENT HANDBOOK 2011 - 2012

2011-2012 Academic Calendar

March 2012

- 1.....9:00 AM Staff Council meeting, Bailey Room
- 1.....11:15 AM Faculty meeting, Student Center Assembly Room
- 3.....Spring Visitation Day 1
- 11.....Daylight Savings Time begins
- 12.....Proposals for Interim 2013 non-travel courses due
- 12-16Academic Integrity Week
- 14.....Mid-Term. Faculty should submit deficiency reports electronically to the Provost's Office by 5:00 p.m. so that advisors may have copies before pre-registration advising.
- 15.....Interim 2013 travel applications due
- 15.....9:00 AM Administrative Council meeting
- 17.....Service Saturday
- 17.....Make-up for snow, if necessary, for Day and Evening classes
- 19-23Faculty Advising Week
- 19-23Senior Assessment Week
- 22.....Faculty Assembly
- 24.....Accepted Student Day
- 26-30Pre-registration for Day students. Students completing degree requirements in summer or fall should file petitions for graduation with the Registrar. Advisors available.
- 29.....11:15 AM Faculty meeting, Student Center Assembly Room
- 30.....Work aid and work study time sheets due

April 2012

- 2-6Spring Break - No Classes
- 8.....Easter
- 12.....9:00 AM Administrative Council meeting
- 14.....Spring Visitation Day 2
- 15.....Interim 2013 travel deposits due
- 19-20Board of Trustees meeting
- 19.....9:00 AM Staff Council meeting, Bailey Room
- 23.....Last day to withdraw with an automatic "W"
- 26.....Faculty Assembly
- 27.....Scholarship Appreciation Luncheon
- 27.....Honors Day
- 28.....May Day
- 30.....Work aid and work study time sheets due



2011-2012 Academic Calendar

May 2012

39:00 AM Staff Council meeting, Bailey Room

3.....11:15 AM Faculty meeting, Student Center Assembly Room

3.....National Day of Prayer

7-907:00 PM Student room lottery, Assembly Room

7.....Last day of classes for Day Program

8.....Reading Day

9-15Exams

Rotation Exam Schedule IV

Wednesday, May 9 8:00-11:00 AM 9:40 TR

.....11:30-2:30 PM 12:30 MWF

.....3:00-6:00 PM 4:00/4:30 TR

Thursday, May 10 8:00-11:00 AM 8:00/8:30 MWF

.....11:30-2:30 PM 1:40 MWF

.....3:00-6:00 PM 4:00/4:30 MWF

Friday, May 11 8:00-11:00 AM 9:40 MWF

.....11:30-2:30 PM 1:00 TR

.....3:00-6:00 PM 2:40 TR

Monday, May 14 8:00-11:00 AM 8:00 TR

.....11:30-2:30 PM 10:50 MWF

.....3:00-6:00 PM 2:50 MWF

Tuesday, May 15 8:00-11:00 AM 7:20 MWF

GRADES DUE FOR GRADUATES BY 12:00 P.M. ON THURSDAY, MAY 17

17.....9:00 AM Administrative Council meeting

17.....NOON Grades for graduating Seniors due

17.....07:00 PM Nurses' Pinning Ceremony

18.....9:30 AM Graduation rehearsal, faculty marshals and student marshals attend

18.....05:00 PM Baccalaureate at First United Methodist Church. All faculty should plan to attend.

18.....05:00 PM Grades for those not graduating due at 5:00 p.m.

19.....8:30 AM Graduation on residential quadrangle. All faculty should plan to attend.



STUDENT HANDBOOK 2011 - 2012

May 2012

Summer I Term 2011

- 28.....Memorial Day Holiday - College closed
- 29.....Residence halls open
- 29.....8:30 AM Math placement test for all new students, Jolly Room, Science Bldg.
- 29.....Registration
- 30All classes meet
- 31.....05:00 PM End drop/add at 5:00 p.m. No refund for individual classes dropped after this date.
- 31.....All incomplete grades should be changed to permanent grades.
- 31.....Syllabi and office hours due in Provost's Office by email.
- 31.....Work aid and work study time sheets
- 31.....Departmental Annual Reports due to Division Chairs

June 2012

- 7.....9:00 AM Staff Council meeting, Bailey Room
- 13.....Mid-Term
- 14.....Last day to withdraw from a class with an automatic "W"
- 28.....Last day of classes
- 29.....Exams for all classes
- 30.....Work aid and work study time sheets due.

July 2012

- 2.....Summer I grades due by Noon
- 4.....July 4th Holiday - College closed

July 2012

Summer II Term 2011

- 5.....8:30 AM Math placement test for all new students, Jolly Room, Science
- 5.....Registration
- 5.....Residence halls open
- 6.....All classes meet
- 9.....05:00 PM End drop/add at 5:00 p.m. No refund for individual classes dropped after this date.
- 9.....All Incomplete grades should be changed to permanent grades.
- 9.....Syllabi and office hours due in Provost's Office by email.
- 20.....Mid-Term
- 23.....Last day to withdraw from a class with an automatic "W"
- 31.....Work aid and work study time sheets due.

August 2012

- 2.....Last day of classes
- 3.....Exams for all classes
- 7.....Summer II grades due by Noon



Evening College Academic Calendar

Fall Quarter 2011

August

- 23..... New Student Orientation, Bailey Room 5:30pm
25..... Mathematics placement test, Bailey Room 5:30pm
30..... Fair on the Hill 6:00pm
31..... Opening Convocation 7:00pm

September

- 1 Registration for new and returning students not prepaid 10:00am – 6:00pm
2..... Registration for new and returning students not prepaid 10:00am-4:00pm
5..... Labor Day/College Closed
6..... Registration for new and returning students not prepaid 10:00am – 6:00pm
Fall Quarter Begins 5:50pm
13..... Drop/ add and late registration ends at 5:00pm. No refund for individual classes
dropped after this date.

Graduation petitions due for Seniors completing requirements end of fall quarter.

All Evening course syllabi due to Evening College Director

- 16..... Official Day of Record

October

- 10, 11..... Midterm examinations
12, 13 Fall Break –no classes Administrative offices open
22..... Homecoming
24..... Last day to withdraw from a fall quarter class

November

- 1-4 Pre-registration for winter quarter
8..... Final examinations for Tuesday/Thursday classes
9 Final examinations for Monday/Wednesday classes
Fall Quarter Ends
14..... Fall Enrichment Term begins 5:50pm
16..... Career Development Center Orientation 5:30pm
16..... Fall quarter grades due in Registrar's office by 12:00pm
23..... Thanksgiving Holiday; no classes Administrative offices close at noon



STUDENT HANDBOOK 2011 - 2012

Evening College Academic Calendar

24, 25 Administrative offices closed for Thanksgiving

28 through December 3 Celebrate the Servant activities

December 2012

December 3 Festival of Nine Lessons and Carols, Callaway Auditorium 7:30pm

December 8 Fall Enrichment final examinations; Fall Enrichment Term ends

December 13 New Student Orientation, Bailey Room 5:30pm

December 15 Fall Enrichment grades due in Registrar's office by 12:00pm

December 15 Mathematics placement test, Bailey Room 5:30pm

December 22 – 31 Administrative offices closed for Christmas Holidays

Winter Quarter 2012

January

January 2 Registration for new and returning students not prepaid 10:00am – 6:00pm

Winter Quarter begins 5:50pm

January 10 Drop/add and late registration ends at 5:00pm. No refund for individual classes dropped after this date.

Graduation Petitions due for Seniors completing requirements end of winter quarter. All Evening course syllabi due to Evening College Director.

January 11 Official Day of Record for winter quarter

January 16 Martin Luther King, Jr. holiday; College Closed

February

February 1, 2 Midterm examinations

February 14-17 Pre-registration for spring quarter

February 16 Last day to withdraw from a winter quarter class

February 18 Snow day/Make-up class sessions if necessary

February 21 New Student Orientation, Bailey Room 5:30pm

February 23 Mathematics placement testing 5:30pm

March

March 2 Registration for new and returning students not prepaid 10:00am – 4:00pm

March 5 Final examinations for Monday/Wednesday classes

March 6 Final examinations for Tuesday/Thursday classes

Winter Quarter ends



Evening College Academic Calendar

Spring Quarter 2012

March 2011

- 6..... Registration for new and returning students not prepaid 10:00am-6:00pm
7 Spring Quarter begins 5:50pm
13..... Winter quarter grades due in Registrar's office by 12pm
14 Drop/add and late registration ends at 5:00pm. No refund for individual classes
dropped after this date.

Graduation Petitions due for Seniors completing requirements end of spring quarter.

All Evening course syllabi due to Evening College Director.

- 16 Day of Record for spring quarter

April 2011

- 2-6 Spring Break- no classes; Administrative offices open
11, 12..... Midterm examinations
20..... Last day to withdraw from a spring quarter class
Alpha Sigma Lambda Honor Society induction ceremony, 4:30pm
24-27 Pre-registration for fall 2012 quarter
26..... Last day to withdraw from a spring quarter class
27 Honors Day Celebration 3:15pm

May 2011

- 14 Final examinations during class for Monday/Wednesday classes
15 Final examinations during class for Tuesday/Thursday classes
15 Spring quarter ends
17..... Grades due to Registrar for graduating seniors by 12:00pm
18..... Graduation rehearsal followed by Senior Brunch at 9:30am
Baccalaureate Reception, Sunny Gables at 3:00pm
Grades for those not graduating due at 5:00pm
Baccalaureate at First United Methodist Church 5:00pm
19 Commencement on the Residential Quadrangle 8:30am
28..... Memorial Day Holiday/College Closed



STUDENT HANDBOOK 2011 - 2012

2011-2012 Dining Hall Holiday Calendar

8/13/11Open for Dinner
10/13/11-10/15/11Closed
10/16/11Open for Dinner
11/24/11-11/27/11Closed
12/12/11-12/31/11Closed
1/1/12Closed
4/1/12-4/7/12Closed
4/8/12Open for Dinner
5/19/12Closed until August



Welcome to The LaGrange College Student Handbook

INTRODUCTION

This document has been developed for you so that you have access to all the resources, schedules and information that you will need to make the most of your time at LaGrange College. This book has been divided into three parts. The first section describes the Honor Code, Social Code, Student Services, facilities information, and campus resources. The second section defines the rules for the Residence Halls. The third part of the book is the Student Government Association's Constitution and By-laws. The College community hopes that this handbook and resource guide will help you make the most of this exciting year.

PART I THE HONOR CODE

As a member of the student body of LaGrange College, I confirm my commitment to the ideals of civility, diversity, service, and excellence. Recognizing the significance of personal integrity in establishing these ideals within our community, I pledge that I will not lie, cheat, steal, nor tolerate these unethical behaviors in others.

The Honor Code is the responsibility of every student, faculty member, and staff member at LaGrange College. All members of the College community are needed to support the enforcement of the Code which prohibits lying, cheating, or stealing when those actions involve academic processes.

Student Responsibilities

- To be honest and truthful in all academic matters, abiding by the letter and spirit of the Honor Code
- To consult with the appropriate persons to clarify issues regarding plagiarism, the correct attribution of sources, the acceptable limits of proofreading or editing by others, and the allowable materials for examinations, reports, or any academic work
- To sign a pledge that no unauthorized aid has been given or received on any academic work
- To report any incident to the president of the Honor Council which is believed to be a violation of the Honor Code
- To cooperate when called upon by the Council to testify in a hearing.



STUDENT HANDBOOK 2011 - 2012

Student Rights

- To be presumed innocent
- To a fair, impartial, and timely hearing
- To face and question any witnesses at a hearing
- To testify and present material on one's own behalf
- To a separate hearing upon request
- To subsequent appeal
- To be accompanied by a silent observer in a hearing. The Council president must be made aware of this person's name and relationship to the student twenty-four hours before the hearing. The observer's role is one of support, and this person will not be allowed to speak.

Examples of Offenses

- Academic cheating - including but not limited to the unauthorized use of books or notes, copying, or collaboration on examinations or any graded coursework
- Plagiarism - the misuse of another person's words or ideas, presenting them as one's own, regardless of intent
- Lying or presenting false information related to any academic matter
- Forgery or misuse of official College documents
- Theft of college property related to academic work
- Aiding another in any of the above
- Failure to report a violation of the Honor Code
- Failure to appear before the Honor Council as requested
- Failure to maintain confidentiality regarding a case
- Any dishonest conduct related to Cultural Enrichment requirements, including but not limited to, taking credit for attendance when one has not attended, either in whole or in part, any event; aiding another in attempting to take credit for attending an event one has not attended.

Chronology of a Reported Violation of the Honor Code

- Report the alleged violation to the president of the Honor Council. In consultation with the Vice President for Academic Affairs and Dean or one of the advisors to the Honor Council, the president of the Council will determine if sufficient evidence exists for a hearing.

STUDENT HANDBOOK 2011 - 2012



LAGRANGE
COLLEGE

- If the evidence is insufficient, the president so notifies the party reporting the alleged violation. If there is sufficient evidence for a hearing, the president sets a date for the hearing. The president will inform the person or persons accused of the violation that a hearing will take place, stating the specific accusation, the place, date, and time of the hearing, and requesting the names of any persons who should be called as witnesses. Campus email and communication through the campus post office will be considered means of official correspondence to students from the Honor Council. Students are responsible for responding to these official means of communication.
- When a student accused of a violation does not appear for a preliminary interview when notified to do so, a hold will be placed on the student's transcript. A hold will also be placed on the transcript when it has been determined that the case will proceed to a hearing. This hold will be removed when the case has been resolved.
- The student may choose to self-report the violation in a letter to the Honor Council president. As a result, no hearing will be called, but the Honor Council will meet to determine the sanction. The student will be invited to meet with the Council and encouraged to address the Council before its deliberation to determine the sanction.
- The president presides at the hearing, after which the Honor Council votes to determine whether or not a violation has occurred. In the event of a tie, the president will cast the deciding vote. If the student is found not to have violated the Honor Code, the president and recorder destroy the recording of the proceedings and so inform the Vice President for Academic Affairs and Dean and the student in writing. If the student is found to have violated the Code, further deliberation by the Council determines the sanction to be imposed, and the student is notified in writing. The sanction is carried out by the Vice President for Academic Affairs and Dean.
- If a case cannot be heard before the end of the grading period, the instructor will submit the grade of NR until the Honor Council acts on the case.
- The Honor Council reserves the right to conduct a hearing in absentia when the accused student fails to appear as notified and directed.

Appellate Procedure

Every person found to have violated the Honor Code has the right of subsequent appeal. Such appeal must be filed in writing within seven (7) days of notification of the sanction and is made to the Vice President for Academic Affairs and Dean. If the sanction determined by the Honor Council is an F in the course, the student will be dropped from the course seven (7) days after the student has been notified of the sanction unless an appeal is filed. The Appeals Board shall be the President of the SGA, the President of the Faculty Assembly, the Vice President for Academic Affairs and Dean, the Honor Council appeals representative, and a student at large selected by the Honor Council President and the Vice President for Academic Affairs and Dean. Such appeals are heard from the Honor Council summary, the recording of the hearing, and the written statement of the student requesting the appeal. Materials submitted as part of the case and the recording of the hearing will not be made available to the accused student. The Appeals Board has the authority to change the sanction in a case but is limited to the sanctions provided for in the policies of the Honor Code.



STUDENT HANDBOOK 2011 - 2012

Sanctions

One of the following sanctions is imposed when it is determined that there has been a violation of the Honor Code. All students will also complete a program of remediation outlined below.

- The final grade in the course lowered one letter grade
- A zero on the related assignment
- An F in the course
- Suspension from the College for one term, excluding summer, and an F in the course in a grade-related offense
- Dismissal from the College, and an F in the course in a grade-related offense
- In a case related to Cultural Enrichment credit, the addition of five credits required for graduation. This does not disqualify the possible sanction of suspension or expulsion.

Remediation

All students found to have violated the Honor Code must complete a Remediation Program before being allowed to enroll in classes for the following semester. In course-related violations, they would also receive a sanction from the Honor Council. In certain non-course-related cases, the remediation program itself may be the sanction set by the Honor Council.

1. A contract will be signed by the student which requires a Remediation Program to be completed within a month of the date of the initiation of the contract. If the sanction is imposed late in a semester, the president of the Honor Council will determine a reasonable time for its completion at the beginning of the next semester. If the student does not complete the program as agreed, he or she will not be able to register for the following semester, not including summer, effectively accepting a suspension for a semester. It will be the student's responsibility to make and keep all appointments named in the contract and complete the program within the specified period.
2. The student must make and keep appointments to meet with the following groups or members of the college community *in person*: the Academic Council or a member of members of the Council designated by the Vice President for Academic Affairs and Dean; a member of the Honor Council designated by the president of the Honor Council; in a grade-related offense, the member or members of the faculty involved; the President of the College. In each of these discussions the student should be prepared to explain his or her violation, discuss its impact both personally and on the college community, and hear what others' thoughts and concerns may be about the violation. A minimum of thirty minutes is suggested for each meeting.
3. The student must conclude by writing a five- to ten-page typed paper reflecting on the experience of the violation and what he or she may have learned in the process of the meetings. These papers, rendered anonymous, will be made available for the Honor Council to use at its discretion in its efforts to educate the student body regarding academic integrity. When the paper has been submitted and read by the Honor Council, the final step in satisfying the Remediation Program will be a meeting

STUDENT HANDBOOK 2011 - 2012



LAGRANGE
COLLEGE

with the Honor Council. This is an opportunity for members of the Council to ask questions of the student about the process and outcome.

HONOR COUNCIL 2011-2012

The Honor Council seeks to educate the College community on the principles of academic integrity and to enforce the Honor Code when violations occur.

Trae Long, <i>President</i>	Cassie Jo Sharman	Meldra Hall (<i>alternate</i>)
Jordan Bradford (<i>alternate</i>)	Hannah Williams	Robert Harste
Hannah Butts	Emily Claire Worthey	Tara Hill
Nate Crawford (<i>alternate</i>)	Dr. William Paschal, <i>Advisor</i>	Jake Key (<i>alternate</i>)
Sarah Gobin	Dr. John Tures, <i>Advisor</i>	Stephanie Rojas
Drew Williamson		

Honor Council Principles

1. To treat every member of the College community with impartiality and respect
2. To consider all facts and testimony before discussing or resolving any case
3. To preserve absolute confidentiality
4. To hold the College community to the highest standard of conduct, both to protect the community and to promote moral development
5. To support the mission of the College by conducting programs and enacting policies regarding the Honor Code that contribute to the moral development of the College community
6. To understand the fundamental differences between the nature of student discipline regarding academic integrity and the nature of criminal law. The Honor Code, its policies, procedures, and sanctions are meant to be in accordance with the mission of the College. They are not intended to resemble any activities within the criminal judicial process.

Selection

Conducted each spring by the Selection Committee:

- Outgoing SGA President
- Outgoing Honor Council President
- President of the Faculty Assembly
- Vice President for Academic Affairs and Dean
- Advisor to the Honor Council

GPA requirement: 2.85 or higher

Applicants must attend a mandatory workshop



STUDENT HANDBOOK 2011 - 2012

THE LAGRANGE COLLEGE SOCIAL CODE

As a member of the student body of LaGrange College, I confirm my commitment to the ideals of civility, diversity, service, and excellence, and will adhere to an honorable standard of conduct.

As an educational institution, the College is concerned not only with the formal in-class education of its students, but also with each student's welfare and growth into mature men and women who conduct themselves responsibly as citizens.

Like the Honor Code, the Social Code is the responsibility of every student, faculty member, and staff member at LaGrange College. The Social Code attempts to instill in every member of the student body a sense of moral and community responsibility. As such, LaGrange College expects its students to adhere to community standards. Likewise, if some fail to live up to these codes of conduct, the College expects students to report violations of the social code to the social council. In this way, students assume the obligation of upholding the integrity of their community and of ethically preparing themselves for the world beyond college.

Section I: Standards of Student Behavior

The College has established guidelines and policies to assure the well-being of the community. In general, the College's jurisdiction is limited to events that occur on College property; however, the College and the Social Council reserve the right to hear cases that concern students' behavior when they are off-campus in the name of the College (e.g., with a Jan Term travel course, an academic field trip, or a campus organization social), especially when such situations could be regarded as an adverse reflection on the College's mission.

Violations of any of the following constitute an offense of the Social Code (this list is offered to give students examples of types of misconduct but should not be construed as all-inclusive):

- A. Possession, use, or distribution of illegal drugs.
- B. Possession, use, or distribution of alcoholic beverages. LaGrange College is a dry campus and possession of alcohol is strictly prohibited. In addition, LaGrange College abides by and enforces the liquor laws of the State of Georgia.
- C. Possession of firearms, weapons, or any other incendiary, explosive, or destructive device, including fireworks.
- D. Violation of the College's Residency Requirement.
- E. Violation of Resident Hall policies and regulations. Examples of these can be found in Part II of the Panther Planner and Student Handbook.
- F. Disorderly, abusive, violent, and/or drunken behavior.
- G. Misuse of keys. A student may not possess a key to any College facility without proper authorization.
- H. Unauthorized entry into any campus building or room.

STUDENT HANDBOOK 2011 - 2012



LAGRANGE
COLLEGE

-
- I. Misuse, defacement, damage, or mistreatment of College property.
 - J. Misuse or abuse of fire safety equipment.
 - K. Disregard of campus parking regulations.
 - L. Arson.
 - M. Theft.
 - N. Discrimination and/or hate crimes
 - O. Harassment
 - P. Unnecessary and inappropriate negativity toward other student groups or individuals on campus (i.e., painting derogatory things on the rocks about a particular student or student organization).

In addition to the above violations, the Social Council may consider cases according to the following situations:

- A. Any situation that concerns the safety of any member of the College community, including actions that endanger health, safety, or personal well-being, or cases that pose the threat of such incidents.
- B. Any case in which the accused opts to bypass a hearing with the Dean of Student Affairs.
- C. Any case in which the Dean of Student Affairs, in consultation with the Provost, decides to remit.
- D. Any case which involves a student's subsequent violation of any campus social policy.

Section II: Sanctions

The Social Council will determine whether the accused student is in violation based on the evidence presented at the hearing. The Council may apply any of the following sanctions if it is determined that there has been a violation of the Social Code (this list is offered to give examples of types of sanctions but should not be construed as all-inclusive):

- A. Warning
- B. Loss of Privileges: Denial of specific privileges for a designated period of time, including (but not limited to) holding office in a campus organization, representing the College during campus or public events, or operating a vehicle on college property.
- C. Community Service
- D. Probation: Denial of participation in specified campus events, including (but not limited to) College-sponsored social events, Intramurals, and athletic events.
- E. Fines
- F. Residence Hall Suspension and/or Expulsion
- G. College Suspension
- H. College Expulsion



STUDENT HANDBOOK 2011 - 2012

Section III: Selection of the Social Council

The Social Council is responsible for interpreting the Standards of Student Behavior and other policies found in the Student Handbook; likewise, the Council is responsible for taking actions when these standards and policies have been violated.

The Social Council shall consist of six voting members and up to three alternates. Students interested in serving as a Social Council representative will submit an application to the Student Life Office. A Selection Committee composed of the Provost, the Dean of Student Affairs, the outgoing SGA Parliamentarian, the outgoing Social Council President, and the Faculty Advisor of the Social Council will select a roster of worthy representatives from among the applicants. This roster will be presented to the Student Body, who will elect 8 representatives to serve as the Social Council. (The 8 students with the most votes will serve as Social Council representatives.)

A minimum GPA of 2.85 will be required of all applicants.

The President of the Social Council will be elected by the representatives of the Social Council. Another member of the Council will be elected by the Social Council representatives to serve as the Recording Secretary and Appeals Board representative; that representative will not vote at Social Council hearings.

The Social Council will be served by two (2) Faculty Advisors. The Student Affairs Committee will nominate a roster of potential Faculty. The Social Council shall have approval of the roster. From that approved roster, the Provost and the Dean of Student Affairs will select the Faculty Advisors.

Faculty Advisors will serve a minimum of two years with the Council, alternating their resignation years so that the Council always has the presence of an experienced Advisor.

Faculty Advisors have the right to resign at any time. The Social Council may request a new advisor by unanimous vote.

Section IV: Hearings

Upon notification of a suspected violation, the Dean of Student Affairs will investigate the reported violation. If the Dean decides that the accused has violated a campus policy, the Dean may then remit the case to the Social Council. The Dean, depending on the circumstances of the case, may also choose to remit the case to the Social Council. The Social Council may receive the case according to procedures outlined in Section I.

The President of the Social Council will notify the accused student in writing, specifying the accusation along with the date, time, and place of the hearing.

If the accused denies that there has been a violation of the Social Code or if the accused objects to the penalty imposed by the Dean of Students, the accused may request a hearing before the Social Council.

STUDENT HANDBOOK 2011 - 2012



LAGRANGE
COLLEGE

The accused student may choose to self-report the violation to the Social Council president. If this is the case, no hearing will be called, and the Social Council will meet to determine the sanction.

The President of the Social Council presides at the hearing, ascertaining that all evidence and witnesses are produced. The Council votes to determine whether a violation of the Social Code has occurred. The President votes only in case of a tie. A simple majority will determine the verdict. If the student is found in violation of the Social Code, the Council imposes a sanction. The Dean of Students will see that the sanction is fulfilled.

The Council reserves the right to conduct a hearing in absentia when the accused fails to appear as directed.

The accused student has the right to be accompanied by a silent observer during a hearing. Lawyers cannot be present unless the suspect is charged with a felony.

Section V: Appellate Procedure

Any student found in violation of the Social Code has the right to appeal the decision. The appeal must be filed in writing within seven days of notification of the sanction. The appeal is to be made to the Provost. The Appeals Board consists of the Provost, the President of the Faculty Assembly, the SGA Parliamentarian, the Social Council appeals representative, and a student at large selected by the Social Council President and the Provost. The Appeals Board has the authority to change the imposed sanction but is limited to those sanctions listed in Section II.

After the appellate procedure timeline has passed, students who desire an extension or further extensions are required to contact the president of the Social Council and request a meeting with the Council to discuss why an extension or further extension is needed. The student must request this meeting no later than 2 weeks before the deadline of their sanctions. After this meeting, the Council will decide whether an extension is granted and the timeframe for the new extension (if granted). The student will then be informed by e-mail and letter of the Council's decision in the matter. An extension decision is not allowed to be appealed to the Provost nor the Dean of Student Affairs.

Section VI: Maintenance of Records

Records of hearings of the Social Council will be kept in a locked cabinet in a secure location. A representative of the Council will deliver a summary report of hearings and sanctions at the last spring meeting of both the Faculty and the Student Government Association.

SOCIAL COUNCIL 2011-2012

Britany Helton, *President*
Paige Castle, *Secretary*
Grey Clevenger (*alternate*)
Brittany Fischer Freeman
Jacob Freeman

Daniel Garrett
Kelsey Harris
Maranda Mitchem
Amy Peek
Sarah Joy Richards

Joe Strickland
Josh Valls (*alternate*)
Dr. Lisa Crutchfield, *Advisor*
Prof. Alvin Lingenfelter, *Advisor*



STUDENT HANDBOOK 2011 - 2012

IMPORTANT PHONE NUMBERS

Academic Dean	880-8236	Intramurals	880-8306
Admission	880-8005	Lamar Dodd Art Center	880-8211
Advancement	880-8223	Library	880-8312
Alumni	880-8244	Maintenance	880-8296
ARAMARK	880-8210	Mathematics	880-8065
Anthropology	880-8331	Multi-media Lab	880-8150
Athletic Director	880-8262	Music	880-8351
Athletic Training Room	880-8099	Natorium/Pool	880-8322
Auditorium	880-8321	Nursing Department	880-8220
Baseball Coach	880-8295	Panther Prints	880-8765
Basketball Coach, M	880-8328	Personnel	
Basketball Coach, W	880-8342	Faculty	880-8236
Biology	880-8065	Staff	880-8277
Boatwright Res. Hall	880-8360	Maintenance	880-8296
Bookstore	880-8215	Provost	880-8236
Box Office, Theatre	880-8080	Physics/Chemistry	880-8065
Business/Accountancy	880-8317	Pitts Dining Hall	880-8210
Business Office	880-8231	Pitts Residence Hall	880-8560
Cafeteria	880-8210	Placement Office, Career	880-8286
Callaway CEB Gym	880-8330	Political Science	880-8226
Candler Res. Hall	880-8820	Pool/Natorium	880-8322
Career Center	880-8177	Post Office	880-8287
Chapel	880-8463	President	880-8240
Chaplain	880-8297	Price Theatre	880-8266
Chemistry/Physics	880-8065	Psychology	880-8284
Clark-Holder Clinic	706-812-4231	Public Relations, College	880-8204
Computer Science	880-8279	Records, Student	880-8231
Community Service	880-8112	Registrar	880-8024
Copy Center	880-8765	Religion Department	880-8206
Costume Shop	880-8165	Security, M-F, 8 - 5 p.m.	880-8000
Counseling	880-8177	Security	880-8911
Dean of Students	880-8256		706-412-0503
Dining Hall	880-8210	Student Records	880-8231
Education Department	880-8276	Soccer, Men's	880-8283
English Department	880-8206	Soccer, Women's	880-8334
Evening College	880-8298	Sociology	880-8331
Financial Aid	880-8241	Softball Coach	880-8032
Football Coach	880-8106	Spanish	880-8206
Foreign Languages	880-8206	Student Accounts	880-8231
French	880-8206	Student Life	880-8269
Gym, CEB	880-8330	Student Loans	880-8231
Hawkes Res. Hall	880-8420	Telecommunications	880-8204
Henry Res. Hall	880-8470	Theatre Box Office	880-8080
Hilltop News	880-8020	Ticket Office, Theatre	880-8080
History	880-8275	Transcripts	880-8024
Housekeeping	880-8296	Tuition	880-8231
Housing	880-8269	Turner Res. Hall	880-8470
Information, College Switchboard	880-8000	Volleyball	880-8225
Information Technology	880-8304	Work-study	880-8241
Insurance	880-8232		



THE STUDENT LIFE OFFICE

The Student Life Office is the focal point for student extracurricular concerns. The staff works to gain and maintain good communication and working relationships between students, faculty, and administrators. The Student Life Office is located on the first floor of Smith Hall. This office includes the following services: The Career Center, Counseling, Residence Life, Greek Affairs, and the Student Activities and Services Office.

Student Life Mission Statement

The mission of the Student Life Office is to provide a challenging, inspiring and transforming experience outside the classroom. We will promote innovative activities and programs that enhance personal and professional growth through excellence, civility, service and diversity.

Career Development Center

Located on 1st Floor of Smith hall the LaGrange College Career Development Center is available to students, alumni, faculty, and staff.

Students are encouraged to use the LaGrange College Career Development Center's resources starting their freshman year in college. The Career Development Center assists students in researching and locating part- and full-time employment while in school, internships, scholarships, fellowships, graduate assistantships, summer jobs, and full-time jobs following graduation. Additional resources and training provide students with job-search skills, including résumé/cover letter preparation, interview skills, as well as assistance with graduate school applications, test preparation, and online resources.

The Career Development Center offers workshops such as 'The Art of Cross-cultural Business Dining,' "Backpack to Briefcase" as well as events such as the Graduate School Forum, Mock Interviews, Kaplan Test Drive (free graduate school testing), one on-campus Career Fair, and three off-campus Career Fairs. Online Job Board offering off-campus full and part-time job listings: www.lagrange.edu/careers (Panther Job Board)

The Internship program at LaGrange College utilizes employers from different areas of study. These internships will aide students in obtaining valuable experience as a prelude to future employment. Students are eligible their sophomore year to apply and must have permission from their academic department.

To apply for an internship:

- Pick up an "Internship Application" from the LaGrange College Career Development Center and obtain signature from the major department chair for approval for Major Credit
- Résumé that has been approved and proofed by the Career Development Center (books, packets, and staff are available for assistance) jobs@lagrange.edu
- Signed "Release of Liability for Interns" and the "Internship Policies" (included in the Internship Application)
- Packet must be turned back into the Career Development Center and student must meet with the Director of the Career Development Center

The LaGrange College Career Development Center is a member of several organizations to ensure that the services offered are up-to-date. Some of the memberships include the Georgia Consortium of Colleges, the Georgia Association of Colleges and Employers, the National Association of Colleges and Employers, the National Society of Human Resource Management, West Georgia Society of Human Resource Management, and the Department of Labor's Employers Committee.



STUDENT HANDBOOK 2011 - 2012

The Career Center and the trained staff have the tools to assist you in the 4 steps of Career Planning:

Step 1: Self-Assessment

We offer the Type Focus Test to find out your strengths and the jobs that match your interest. Start your resume and get involved on-campus to learn about your different interests.

Step 2: Researching Careers and Majors

Meet with the Career Director to talk about different majors and careers. Visit the Career Center library. Identify college majors and occupations that fit your interests, skills, values, and personal traits. Learn more about occupations, career fields and the job market. **Understand that majors and occupations are not the same thing and that the real world is not organized by majors.**

Step 3: Decision Making

Decide on an academic or career field that matches your interests, skills, values, personal traits, and desired life style determined during self-assessment. Determine coursework and skills needed for your career goals. Be aware of limitations you may have and make a decision that is realistic. Form a plan to put your decision into action.

Step 4: Gain Experience!

Get involved in a professional organization or take a leadership role in an extracurricular activity that relates to your career goal. Gain an internship in your area of interest. Find a part-time or full-time position in the area of your interest! Visit us on the web www.lagrange.edu/careers

Residence Life

The residence life unit of Student Life, led by Dean Jack Slay, Jr., is responsible for the daily operation in halls as well as the management of the professional and student staff. The Residence Life Office seeks to create and maintain an environment that fosters intellectual, social, and emotional growth. The staff works to provide a safe and comfortable living environment encouraging respect, personal responsibility, and individual rights. This office is also responsible for handling applications for student housing, student room assignments, and summer housing. Maintenance/Housekeeping is responsible for maintenance of furniture and equipment as well as housekeeping in the residence halls.

Academic and Personal Counseling

An important part of the philosophy of LaGrange College is that each student should have advice and counseling throughout his/her academic career. The counseling center, located in Smith Hall offers a variety of counseling services to assist students in reaching their academic and personal goals.

STUDENT HANDBOOK 2011 - 2012



LAGRANGE
COLLEGE

The Counseling Center does this by providing short-term personal counseling in the following areas:

- Resolving conflicts
- Adjustment to College life away from home
- Relationships with friends and family members
- Reducing stress & anxiety
- Feelings of depression
- Eating disorders
- Alcohol or substance abuse

The Counseling Center also provides study skills workshops and offers one-on-one academic coaching. In addition, the Counseling Center works to ensure that educational programs are accessible to all qualified student in accordance with the provisions of Section 504 of the Rehabilitation Act of 1973 and expanded by Title III of the Americans with Disabilities Act of 1990. Reasonable and appropriate accommodations, academic adjustments, and/or auxiliary aids are determined on a case-by-case basis for otherwise qualified students who have a demonstrated need for these services. Pamela Tremblay is the Section 504 coordinator. She will receive proper documentation for learning and attention disorders, psychiatric disorders, chronic health impairments, physical disabilities and any other physical or mental condition that substantially limits a major life activity prior to the academic term when accommodations are desired. The counseling center strives to help students make good choices so they can continue doing their best, be more effective in their relationships with others, understand feelings and behavior, and enhance positive traits. Discussions are confidential in keeping with professional standards.

Spiritual Life at LaGrange College

College is a point of transition. Regardless of the student's age or reason for being on campus, college is a turning point. It is a time of exciting intellectual and social growth. During their collegiate experiences, students will wrestle with new ideas, discover new interests, and explore issues of intimacy and identity. In contrast, the struggle to define identity and personal values is an opportunity for spiritual growth and faith development. Therefore, Spiritual Life programs at LaGrange College offer students a chance to examine their faith, to assess what is important, and to forge a system of values that will sustain them through their adult years. Growing out of its history of service and affiliation with The United Methodist Church, LaGrange College is committed to transforming lives by challenging student's minds and inspiring their souls.

Spiritual Life Opportunities to Participate

Spiritual Life offers a number of opportunities for students, faculty, and staff members to celebrate life and explore God's intention for human living. These opportunities include times for worship, fellowship, and service. Worship services are scheduled through small groups and throughout the year in the chapel.



STUDENT HANDBOOK 2011 - 2012

Spiritual Life Groups

There are several Spiritual Life opportunities, student groups, and Bible Studies that meet weekly to offer a place for students to explore, sharpen and grow in their faith. The groups include:

- Anti-Apathetics
- Baptist Collegiate Ministries
- Fellowship of Christian Athletes
- Girls Only Bible Study
- Short-term Bible Studies
- Wesley Fellowship
- Pray Until Something Happens
- House of Prayer
- Reformed Bible Fellowship
- Students are allowed to eat free at the Wednesday night supper at LaGrange First United Methodist Church.

The Alternative Spring Break Trip

A yearly program that focuses on missions, servant-leadership and poverty during the College's Spring Break, allows interested students, faculty, and staff members an opportunity to make a difference by serving in another culture. If interested please see the Vice President for Spiritual Life and Church Relations.

Spiritual Life activities encourage you to

ASK...

The hard questions. About your life, relationships, career, faith, God. Together we can struggle with the difficult issues facing our personal lives, our community, and our world. There is no judgment on your beliefs or non-beliefs. Whatever your background or experience, you can feel free to discover explore, and share. So join us, and ask...

GROW...

Mentally, emotionally, physically and spiritually. Learn new ideas. Talk about your faith. Study the Bible. Participate in chapel and service. Offer your opinions. Listen to others. Be challenged to think outside the box. Be a part of something larger than yourself. Follow Christ and be committed to the Gospel in today's world. At whatever stage of your faith journey, we seek to offer an atmosphere of supportive listening, challenging inquiry, and fun activities. So join us and grow...

BELONG...

To a community built on genuine acceptance, mutual respect, and friendship. Know that your opinions count. And always come, as you are to all Religious Life activities including Chapel services. Spiritual Life activities are for every student regardless of faith tradition, race, gender, national origin, age or background. So join us and belong...

STUDENT HANDBOOK 2011 - 2012



LAGRANGE
COLLEGE

Vice President for Spiritual Life and Church Relations

The Vice President for Spiritual Life and Church Relations serves the spiritual needs of the College. The Vice President is available for counseling, spiritual guidance and mentoring, and informal conversation. The Vice President engages with many different people throughout the campus community. In all the Vice President does, the goal is to help people get a clearer understanding of what they believe and how they relate their faith to everyday life. As such, much of the work is done in conversation with individuals and small groups for questions on matters of faith on campus; offering liturgical/sacramental services; assisting students with questions of calling and purpose, values, ethics, and questions about life.

The Vice President for Spiritual Life and Church Relations serves

- To contribute to the educational life of the College as it relates to personal, moral, emotional and spiritual issues.
- To offer pastoral care and support for faculty, staff and students within the College, especially anyone who seeks spiritual, emotional, and/or practical help.
- To work as bridge-builder for others in the College, the wider communities and the churches, to promote mutual understanding and cooperation.

Servant-Leadership

LaGrange College is engaged in an intentional effort to instill the principles of Servant-Leadership into the fabric of the campus. Servant-Leadership focuses on finding our passions and using that passion to serve the needs of the world. In addition, servant-leadership helps people to grow, helping them to become wiser, healthier, freer, and more autonomous.

The College defines Servant-Leadership as a philosophy that is an inward journey with self, God, and others to equip an outward journey of committed service to the world. As such, the emphasis of the LaGrange College Servant-Leadership Initiative aims to assist students, grow as individuals and moral leaders. There are two programs of the Servant-Leadership Initiative to assist the College in living out its call to create a caring and ethical community. The Servant-Leadership program is open to interested students. For more information contact the Office of Spiritual Life and Church Relations.

Cultural Enrichment

Because the intellectual and cultural opportunities during one's college years are exceptionally rich, and because exposure to a variety of cultural experiences, and participation in a lively collegial atmosphere, during one's intellectually formative years, are vital to the concept of a liberal education, LaGrange College is dedicated to assisting in this enrichment by requiring all students to accumulate a prescribed number of Cultural Enrichment programs - lectures, presentations, events, performances, recitals, etc. - will be published in a brochure and on the college web page. As the academic year progresses, the CE calendar on the college web site provides the most up-to-date listing of CE events, showing new events added throughout the year. Many of these events will occur during the Contact Hour on Tuesdays and Thursdays, and some will double as required programs in the CORE classes.

- *Students will meet their obligation according to the following schedule.*



STUDENT HANDBOOK 2011 - 2012

CLASSIFICATION	EARNED HOURS UPON ENTRY LAGRANGE COLLEGE	CULTURAL EVENTS NEEDED TO GRADUATE
New/Transfer First Year	0-14 Sem. Hours	40
Transfer First Year	15-29 Sem. Hours	35
Transfer Sophomore	30-45 Sem. Hours	30
Transfer Sophomore	46-59 Sem. Hours	25
Transfer Junior	60-75 Sem. Hours	20
Transfer Junior	76-89 Sem. Hours	15
Transfer Senior	90 and above	10

Students may check their CE credits on Banner Web. To view your CE graduation requirements, the events you've attended, and the total number of CE credits you've earned, go to PantherNet, then Banner Self Service; click on the Student Tab, and then select the Student Records link. Once on this page, click on the bottom link to View Cultural Enrichment Credits. Please keep in mind that there is typically a one week delay between the event and when the attendance list is posted on Banner. Contact Ms. Michele Raphoon (mrphoon@lagrange.edu) with any questions about Cultural Enrichment.

For students who are coping with extreme medical conditions, the Academic Services Committee will consider petitions for a reduction in the number of CE credits required for graduation. The SOURCE office must first verify the condition.

Student Activities

Under the leadership of the Director of Student Activities, Tara Kermiet, the Office of Student Activities is dedicated to enriching the collegiate experience of LaGrange College students while improving the quality of College life. Programs and services offered are designed to enhance the personal, social and intellectual growth of students. These services are offered through various functional areas including the Student Government Association, the Hilltop News, and other student organizations and projects as well as through various leadership and service initiatives offered throughout the year.

Student Government Association

The Student Government Association at LaGrange College exists to provide the student body with a means to deal with the affairs of the students and a forum for the expression of student views and interests concerning student life within the College. Members of the Executive Council work to preside over 4 main bodies: Senate, Programming Board, Service Council, and Public Relations. A full publication of the Student Government Constitution and by-laws is provided in Part Three of this document. SGA can be reached at 880-8SGA or 880-8742.

2011-2012 SGA Executive Council

Lauren Gledhill, *President*

Hill Daniel, *Vice President of Senate/Parliamentarian*

Grey Clevenger, *Vice President of Entertainment*

Christa Von Borstel, *Vice President of Service*

Kelsey Harris, *Vice President of Sustainability*

Trevor Jones, *Vice President of Information Technology*

Felipe Vega, *Treasurer*

Matt Jones, *Secretary/Public Relations*

STUDENT HANDBOOK 2011 - 2012



LAGRANGE
COLLEGE

Greek Affairs

The Dean of Student Affairs oversees the activities of the sororities and fraternities on campus as well as the Panhellenic Council (the governing body for sororities) and the Interfraternity Council (the governing body for fraternities). LaGrange College has an active and growing Greek community dedicated to the idea of developing leadership, social skills, community service, friendship and academic excellence. Approximately 30% of undergraduates belong to Greek organizations. Information about these groups can be obtained on the first floor of Smith Hall.

Active organizations on the College campus are Alpha Delta Gamma, Alpha Omicron Pi, Delta Tau Delta, Kappa Delta, Phi Mu, and Pi Kappa Phi.

Parking

LaGrange College recognizes the importance for an institution of higher learning to develop and maintain a safe and secure environment in which the academic and social pursuits of its members can be fully realized.

The parking and traffic plan and the comprehensive campus safety plan are both administered from the Business Office. Parking decals are purchased in this office. A set of parking regulations and a decal are issued to each student and to all new students in the interim, spring and summer terms. The permits are valid until the end of August 2012.

LaGrange College uses zone parking. Every student, residents and commuters, will be required to park only in designated lots. Color-coded decals will indicate which lots students and faculty are permitted to park in. Individuals who park in undesignated lots will be subject to ticketing and fining, and will likely be towed.



STUDENT HANDBOOK 2011 - 2012

Parking on the Hill, 2011-2012

Registration of Vehicles

All vehicles operated on the campus by administration, faculty, staff, and students (both resident and commuters) must be registered in the Business Office and must bear a permit as prescribed by the College. Motorcycles must also be registered. Boats, trailers, and campers are not allowed on the main campus longer than 24 hours during the regular school year. Parking decals must be affixed to the vehicle's lower left back window. It must be clearly visible.

Persons authorized to have vehicles will be allowed one week from the first day of classes to register them without penalty provided they have been parking in the proper zone. A late registration fee of \$25 per month will be imposed for failing to register a vehicle within the time allotted.

Parking permits are valid for one year beginning in September. Normal registration for students is during enrollment and before classes begin. Cost of permits is prorated as follows: Fall Semester Permits, \$30; Jan Term Permits, \$20; Spring Permits, \$15.00; and Summer Permits, \$5. This fee is assessed during the registration process and is included in a student's tuition fees.

A student will be allowed to register a second personal vehicle for an additional \$30 fee.

Parking Zones

Vehicles are allowed only in the zone parking their permit indicates:

FACULTY AND STAFF: Any legal parking space, including spaces on and off the Hill. [Red]

COMMUTERS: Any legal space off the Hill. [Gold]

EVENING COLLEGE STUDENTS: Any legal space on the Hill after 5:00 PM and any legal space off the Hill at any time. [Black]

HAWKINS/CANDLER: Lots across the street from the apartment dorms. [Purple]

HAWKES/PITTS: Any legal space off the Hill excluding the Candler/Hawkins lots as well as the lots behind Turner/Henry/Boatwright. [Green]

HENRY/BOATWRIGHT/TURNER: Any legal space in the lots behind their buildings as well as any off-the-Hill lots on Vernon Avenue. They are not allowed in the off-the-Hill lots across the street from Banks Hall and the Chapel. [Blue]

PRICE THEATER PARKING LOT is designated as the overflow lot for every zone.

STUDENT HANDBOOK 2011 - 2012



LAGRANGE
COLLEGE

General Regulations and Restrictions

All parking regulations and restrictions are in effect 24 hours a day, 7 days a week.

All city and state regulations and rules, and all directional signs governing the use of motor vehicles shall be observed at all times.

Only so designated vehicles may park in the President's space, handicap, and visitors.

All curbs are considered fire zones and, therefore, parking is prohibited. These areas will be additional ticketed by the City of LaGrange.

The speed limit for motor vehicles is 15 mph except where slower speed is essential for safety.

Vehicles must be parked within the lines provided. Parking on or over the line or curb is a violation.

The person in whose name a vehicle is registered with the Business Office will be responsible for any violations.

Vehicles may not be backed into parking spaces.

In addition to the above violations, vehicles may be ticketed and/or towed for obstruction or double parking, speeding, parking on landscaped areas, parking in a loading zone, failure to properly display the LC parking permit.

Penalties

Illegally parked vehicles will be ticketed and may be towed from campus.

College-issued tickets run a minimum of \$25; fines will increase with improper parking frequency. Vehicles may be towed after the 5th violation.

Tickets must be paid; unpaid parking fines may prevent a student from registering for classes or graduating.

Tickets may be paid in the Security Office located in Turner Hall, Room 217. Tickets may be appealed in the Security Office within 24 hours of issuance.

LaGrange College assumes no responsibility for the security of vehicles or their contents while on campus property.



STUDENT HANDBOOK 2011 - 2012

Campus Safety

No community's security plan can be effective unless everyone in the community contributes to making it work. Safety and security are both personal and shared responsibilities. Only by accepting this responsibility can members of the community maintain a safe and secure environment.

This security section of the Handbook is provided to you as a part of LaGrange College's commitment to safety and security on campus and satisfies all the requirements of the Federal Crime Awareness and Campus Security Act of 1990. It is filled with information about a variety of security services and programs, which are available to you as a member of the College community. We hope that you will become familiar with this information and find the programs useful.

The College has an established campus-wide Safety Committee that is charged with the assessment and improvement of safe practices and safe environments across the College. Your participation on this Committee is welcomed if you have an interest in this area. If you should ever encounter an unsafe condition on campus, please alert your RA and/or Resident Director.

Security Services

The Vice President of Management has primary responsibility for the security of LaGrange College. The Office's mission is to create and maintain a safe and secure environment. This includes protecting lives and securing property, and preserving peace and order. There are two main branches of services: security operation and education.

Security Operations

Securities Security Services provide security at LaGrange College. They are on duty 24 hours a day. Security officers check in at the residence halls and routinely patrol the buildings and property of the entire campus.

Security officers respond to all reports of crime, fire, medical and other emergencies and call in and coordinate with the City of LaGrange Fire and Police Departments. They complete incident reports, interview witnesses, gather facts, and conduct preliminary investigations. Officers lock and unlock buildings, admit authorized persons into locked areas, and monitor fire and burglary alarm systems. Security officers can be reached by calling 706-880-8911 or 706-358-2918. They are located in Turner 217.

Education

The Student Life Office provides numerous support functions for the security of the campus. A variety of programs are available to students and employees. Some of the programs presented include: Safety programs in the Residence Halls, Self Defense for Women, Information about Alcohol and Alcoholism and Illegal Drugs. Campus groups are encouraged to sponsor these programs to increase attendance and bring together individuals with common concerns. The programs focus on taking personal responsibility for individual safety, how to avoid unsafe situations, services available from student development, and how to obtain assistance. Individuals interested in the educational programs should contact the Dean of Students. The Counseling Office and Residence Life offer related programs on acquaintance rape, alcohol, relationships, and self-defense.

STUDENT HANDBOOK 2011 - 2012



LAGRANGE
COLLEGE

Reporting Emergencies Or Crimes On Campus

All emergency situations involving: 1) a crime in progress, 2) a medical emergency, 3) a fire, should be immediately reported to 9-1-1. All phones, on campus may be used to dial 9-1-1 at no charge. While on campus, persons should be aware dialing 9-1-1 or 9-9-11 will work.

When calling for either emergency or non-emergency service, be prepared to do the following: 1) Clearly identify yourself, 2) State your location, 3) State the nature of your call. All incidents should be reported to the Residence Staff and/or the Student Life Office.

ON CAMPUS CRIME STATISTICS

The following statistics, provided in compliance with the Crime Awareness and Campus Security Act of 1990, are for your information. If you have any questions, contact the Student Development Office at 880-8269.

Reported Crimes	2004	2005	2006	2007	2008	2009	2010
Homicide	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0
Burglary	4	3	12	21	6	8	1
Assault	0	2	0	0	1	0	0
Vehicle Theft	1	1	0	3	3	0	0

In addition to the preceding statistics the number of crimes reported in each respective category, the following are arrest statistics associated with each respective offense:

Violations	2004	2005	2006	2007	2008	2009	2010
Liquor Law	2	4	3	4	1	5	7
Drug Related	1	0	3	1	0	0	1
Weapons	0	0	0	0	0	0	0

Note: These statistics are calculated on a calendar year basis and reflect only those crime/arrests that occurred on the LaGrange College Campus.

STANDARD OF CONDUCT AND COLLEGE POLICIES

The Standards of Conduct are divided into two parts. The first is the definition of the College's position on the use of alcohol and drugs. The second part is a description of the College's policies on Aids, Equality of Access, Prohibition of Firearms, Greek Organizations, Hazing, Illness, Non-discrimination Harassment, Sexual Harassment and Solicitation.

Alcohol and Other Drugs

LaGrange College prohibits the possession, distribution and use of alcohol or illegal drugs.

As members of the College community, we recognize that we have an obligation to examine critically the issues surrounding drug and alcohol abuse on campuses, to provide appropriate institutional responses, and to promote responsible personal decisions. Community mem-



STUDENT HANDBOOK 2011 - 2012

bers have the right to live, work, learn and study in an environment free from the damaging effects of drug and alcohol abuse. To this end, LaGrange College sponsors a variety of programs and provides information and resources regarding drug and alcohol abuse. In addition, the College's policies for faculty, staff and students are consistent with federal and local law and reinforce the belief that people are accountable for their own actions. The College's policy is stated in the Student Code of Conduct. This section is provided to give the student information to make an informed choice about alcohol and drug use.

Health Risks Associated With Substance Abuse

This section summarizes the health risks associated with drug and alcohol abuse and resources for addressing drug and alcohol abuse.

Caffeine, alcohol and tobacco are commonly used drugs. Although some are regulated, they are not per se illegal. It is important to realize that for some people, even these legal drugs taken in moderation can produce serious health risks, and under certain circumstances, these drugs can prove as insidious and damaging as some illegal substances.

Some illicit drugs and controlled substances have valid pharmaceutical uses. When properly administered by a physician their effect can be beneficial, yet, as with the licit drugs mentioned above, these same drugs can also prove damaging. Other substances, such as inhalants and analogs, have no legitimate claim to healing. Their use is by definition abuse, and the results are unpredictable and sometimes fatal.

Regardless of the licit or illicit status of a substance, abusing drugs is never beneficial physically, socially, psychologically, or economically. The following discussion provides a listing of common drugs and substances along with the associated physical and psychological and effects and risks. Keep in mind that the effects and risks may vary depending upon dosage, frequency of use, duration of use combination with other substances, as well as the age, sex and health of the person.

Physical Health Risks

Depressants (Quaaludes, barbiturates, tranquilizers, and alcohol)

Health Risks: General - depression of the central nervous system, slow response time, loss of rational judgment, decreased coordination and motor skills, death. These drugs are particularly dangerous when combined.

Health Risks: Alcohol - Fetal Alcohol Syndrome, metabolic changes (e.g. hypoglycemia, elevated triglycerides), cancer of the mouth, pharynx, larynx, esophagus, and liver, heart disease, nervous system damage, gastrointestinal disorder (e.g. peptic ulcers, pancreatitis, gastritis), liver damage (e.g. alcoholic hepatitis, cirrhosis, and fat accumulations), death from overdose (2,000 per year in U.S.), blackouts, accidental injuries, anemia.

Narcotics (heroin, methadone, codeine, morphine, meperidine, opium, and other)

Health Risks: General - nausea, vomiting, convulsion, coma, possible death. The use of contaminated syringes may result in disease such as AIDS, endocarditis and hepatitis. Addiction during pregnancy can lead to premature, stillborn or addicted infants.



Stimulants (caffeine as found in coffee, tea, soft drinks, diet and caffeine pills; cocaine; crack; amphetamines such as benzedrine, Dexedrine, methadrine – speed)

Health Risks: Caffeine - increased motor activity, diminishes small muscle coordination and timing, insomnia or restlessness and disturbed sleep, increased basal metabolic rate, increased urination, premature systoles heart palpitation, tachycardia, gastrointestinal irritation, ulcers, diarrhea, constipation (from high tannin content of tea) mild delirium, auditory and visual disturbances.

Health Risks: Cocaine - (highly addictive) elevated blood pressure, increased temperature, nosebleeds, erosion of the nasal septum, paranoia, nervousness, insomnia, malnutrition, tactile hallucinations, seizures, convulsions, death from effect on cardiac function and respiration.

Health Risks: Crack - (highly addictive) dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucination, paranoia, seizures, agitation, increased temperature, convulsions, possible death from cardiac arrest.
Health Risks: Amphetamine – elevated blood pressure, nervousness, hyperactivity, insomnia, malnutrition, acute psychoses.

Hallucinogens (phencyclidine - PCP, lysergic acid diethylamide -LSD, mescaline-peyote, psilocybin – mushrooms, marijuana).

Health Risks: PCP - unexpected psychotic episodes, perceptual distortions, sense of estrangement, poor muscular coordination, impaired speech, long term persistent memory

Health Risks: LSD - peyote mushrooms – illusions, hallucination, increased temperature and heart rate, elevated blood pressure, loss of appetite, insomnia, tremors, panic, confusion, and speech impairments, depression, anxiety, violent behavior, hallucination, coma, heart failure, lung problems, ruptured blood vessels in the brain, death, paranoia, loss of control, long term persistent flash backs, psychosis, dementia.

Health Risks: Marijuana - perceptual distortion of time, increased heart rate, dilation of blood vessels, loss of short term memory, impaired comprehension, decreased visual perception and psychomotor skills, loss of motivation, fatigue, chronic bronchitis, decreased vital lung capacity, lung cancer, paranoia, psychosis.

Inhalants (nitrous oxide, amyl nitrate, butyl nitrite, chlorohydro carbons, hydro-carbons-found in aerosol sprays, solvents, chemicals and gasoline).

Health Risks: General - Nausea, sneezing, coughing, nose bleeds, fatigue, lack of coordination, loss of appetite, decreased heart and respiratory rates, impaired judgment, violent behavior, disorientation, rapid pulse, headaches, incontinence, hepatitis, renal and hepatic damage, peripheral neuropathy, convulsions, encephalopathy, cardiac arrhythmia, ataxia, chorea, tremors, organic lead encephalopathy, myopathy, brain hemorrhage, unconsciousness, and death from asphyxiation.



STUDENT HANDBOOK 2011 - 2012

Designer Drugs or Analogs (synthetic chemical modification of older drugs, sometimes several hundred to several thousand times stronger than the drugs they are designed to imitate.)

Health Risks: General – depression, anxiety, paranoia, illusions. Hallucinations, impaired perception, tremors, drooling, impaired speech, paralysis, irreversible brain damage, and death.

Smoking (cigarette smoking in particular, cigar and pipe smoking to a lesser extent.)

Health Risks: General - Nausea, vomiting, peripheral vasoconstriction, tachycardia elevated blood pressure, increased risk of heart disease as well as chronic bronchitis and emphysema decreased life expectancy, increased potential for serious adverse effects in women taking oral contraceptives, lung cancer and other cancers (mouth, larynx, esophagus, bladder, pancreas, kidney). When used during pregnancy: premature and low birth weight babies, increased risk of miscarriage and still birth, hyperirritability, and hyperkinesia in infants.

Early recognition and treatment of alcohol and drug abuse are important for successful rehabilitation and reduced personal, family and social disruption. The College encourages and supports the earliest possible diagnosis and treatment for substance abuse. Whenever feasible, the College will assist students in overcoming alcohol and drug abuse. However, the decision to seek diagnosis and accept treatment for any problem remains primarily the individual's responsibility.

Counseling/Treatment Resources

A number of counseling and treatment options are available to students at LaGrange College. All counseling is confidential (except as otherwise required by law in cases of child abuse or when the person presents a clear and present danger to him/herself or others). Students are encouraged to seek counseling and/or treatment in dealing with personal issues of substance abuse relating to themselves, their friends or their families. Specific counseling and/or treatment may be required of students as a result of conduct concerns or proceedings.

The following is a list of available counseling treatment resources:

Counseling Center: Individual and small group counseling sessions are available depending upon the specific needs of the students. Referrals are made to off-campus provider when the individual requires long-term or specialized assistance beyond the scope of the center staff. For more information or an appointment, call 880-8177.

College Chaplain: Clergy is available for personal counseling and may refer students to other resources as appropriate. For information or for an appointment call 880-8340. For additional resources on drug education contact: The National Council on Alcoholism and Drug Dependence Information Line at 1-800-NCA-CALL, The Cocaine Hotline at 1-800-262-2463, or the National Institute on Drug Abuse Hotline at 1-800-662-HELP.

STUDENT HANDBOOK 2011 - 2012



LAGRANGE
COLLEGE

Programs

Programs offered through the Student Life Office and other units focus on education, wellness, prevention and personal choice. Workshops and seminars are provided within the residence halls, as a part of First Week, during National Collegiate Alcohol Awareness Week, and Drug Awareness Week, through Greek organizations and throughout the year on an ad hoc basis.

How The College Views Alcohol And Drug Abuse

The use of alcohol and other drugs can have a negative impact on judgments and reactions, health and safety, but may lead to legal complications as well. Even more basic is the stance that drugs and alcohol have no place on this campus among our students.

The College's Role

The College's principle role is to engage in education, which leads to high standards and respectful conduct. When those are compromised, it will take action against organizations violating rules regarding alcohol and against individuals violating either the law or College policy concerning alcohol. The College will deal severely with students convicted of the illegal possession, use, or sale of drugs.

What the College Community can do to prevent alcohol and drug abuse

Students can help control substance abuse by declining to use or condone the use of drugs and by insisting that organizations and individuals use alcohol within the law and adhere to College policy. Students should make an effort to prevent persons who have abused alcohol or used drugs from harming themselves or others, especially when driving a motor vehicle, and should encourage those needing professional help to seek it.

The same standards and regulations apply with equal force to members of the faculty, staff and administration.

Alcohol Policy

Any student on the campus who is in possession of or under the influence of alcohol will be charged with a violation of College policy. Persons under 21 years of age are also in violation of state laws. Additionally the possession and use of alcoholic beverages are prohibited at all College functions and facilities, including those sponsored off campus. Students who violate this policy will be subject to College discipline up to and including separation from the College. Students are subject to Georgia state laws regarding alcoholic beverages.

Note: Students who are in the presence of students clearly in violation of the Alcohol Policy are considered in violation themselves and will also be subjected to disciplinary action and possible fine. Likewise, students whose roommates store alcohol in a common refrigerator or room are also subject to disciplinary action and fine.

Parental Notification

The Dean of Student Affairs will notify parents of students under the age of 21 who violate rules governing alcohol/drug use at LaGrange College.



STUDENT HANDBOOK 2011 - 2012

Drinking Age Laws

Georgia State Statute 3-3-23 makes it unlawful for any person under the age of 21 years to have in his or her possession alcoholic beverages; to sell, give, serve or permit to be served alcoholic beverages to a person under 21 years of age or to permit a person under 21 years of age to consume said beverages on the premises; to misrepresent or misstate his or her age or any other person for the purpose of inducing any licensee or his agents or employees to sell, give, serve or deliver any alcoholic beverages to a person under 21 years of age.

Drug Policy

The College does not condone the possession, consumption, ingestion, injection, or inhalation (without prescription or medical authorization) of substances that have the capacity to change a person's mood, behavior, or mind, or modify and relieve pain, such as, but not limited to marijuana, opiates, amphetamines, barbiturates, hallucinogens, psychedelics, or solvents. Any student found to be in conflict with the above or local, state, and federal narcotics laws, will be referred to the Dean of Students, who will determine the sanction. The sanction may result in separation from the College. Disciplinary action against a student under College rules does not preclude the possibility of criminal charges against that individual. Similarly, the filing of criminal charges does not preclude action by the College.

The use of illegal drugs and the misuse of prescription and other drugs pose a serious threat to the physical and mental well being of students, faculty, staff, visitors and guests of the College. The College is committed to providing accurate information and educational programs to prevent such use of drugs. If further information is required about these programs, services, and the assistance available at the College. Please contact the Counseling Center, Chaplain's Office or the Student Life Office.

Drug Testing Policy

Given grounds for reasonable suspicion, the College reserves the right to require any student to undergo drug testing, the cost to be borne by the student.

Institutional Assessment

LaGrange College is committed to continuously monitoring and evaluating all of its multiple components that collectively strive to accomplish the mission of the College. This commitment to be the best requires that we frequently measure the institutional outcomes we have identified as important indicators of our College's quality. A critical source of information about institutional quality is you, the student.

From time to time you will be asked to respond to surveys, fill out course evaluations, attend focus groups, sit for nationally normed profiles, etc. As a member of this community committed to continuously improving its abilities to challenge the mind and inspire the soul, your sincere effort when engaged in any assessment activity is vitally important.



Responsible Use of Technology

LaGrange College's computing environment exists to support the academic, research, and service missions of the College. Continued and efficient accessibility of campus computing and network facilities depends on the responsible behavior of the entire user community. The College seeks to provide students, faculty, and staff with the greatest possible access to campus information technology resources within the limits of institutional priorities and financial capabilities and consistent with generally accepted principles of ethics that govern the College community. Each authorized user of information technology assumes responsibility for her or his own behavior.

Notice Regarding Audio/Video Recording

When you enter the LaGrange College campus or College-sponsored event premises, you will be entering an area where photography, video and audio recording may occur.

By entering campus grounds or event premises, you consent to interview(s), photography, audio recording, video recording and its/their release, publication, exhibition, or reproduction to be used for news, web casts, promotional purposes, telecasts, advertising, inclusion on web sites, or any other purpose by LaGrange College and its affiliates and representatives. You release LaGrange College, its officers and employees, and each and all persons involved from any liability connected with the taking, recording, digitizing, or publication of interviews, photographs, computer images, video and/or or sound recordings.

By entering the premises, you waive all rights you may have to any claims for payment or royalties in connection with any exhibition, streaming, webcasting, televising, or other publication of these materials, regardless of the purpose or sponsoring of such exhibiting, broadcasting, webcasting, or other publication irrespective of whether a fee for admission or sponsorship is charged. You also waive any right to inspect or approve any photo, video, or audio recording taken by LaGrange College or the person or entity designated to do so by the College.

You have been fully informed of your consent, waiver of liability, and release.

POLICIES PERTAINING TO STUDENTS AND STUDENT ORGANIZATIONS

One of the major benefits of higher education and membership in the College community is greater knowledge of and respect for religious, racial, cultural and other groups.

Indeed, genuine appreciation for individual differences and cultural diversity is essential to the environment of learning. Another major aspect of the College's life involves sexual relationships. Sexual attitudes or actions which are intimidating, harassing, coercive, or abusive, or that invade the right to privacy of the individual are not acceptable.

Organizations or individuals that adversely upset the delicate balance of communal living are subject to disciplinary action by the College. Only in an atmosphere of equality and respect can all members of the College grow. This sub-section establishes the College's policies on Aids, Equality of Access, Greek Organizations, Hazing, Illness, Sexual Harassment, Racial Harassment and Solicitation.



STUDENT HANDBOOK 2011 - 2012

POLICIES

AIDS

The policy of the College is to treat cases of HIV infection on a case-by-case basis. When a case of HIV infection or full-blown AIDS comes to the attention of the College, the College counselor will refer an individual to the Clark-Holder Clinic, with the permission of the affected individual, they will review the case, and the clinic will assist in the coordination of resources and services.

Children of Students Policy

LaGrange College is committed to providing an environment conducive to teaching and learning for all enrolled students. To maintain that atmosphere of learning, the following policy on students' children in the classroom is in effect.

In general, children of students are not permitted in the classroom or on campus while the parent is attending class. The presence of children in a college classroom presents a distraction to engaged learners and may lead to the modification of content to exclude information inappropriate for children. Unsupervised children create a liability for both the parent and the college.

Any temporary exception to this policy due to extraordinary circumstances is at the discretion of the instructor.

E-mail

Each student is granted a LaGrange College e-mail account. Campus addresses are usually first initial, middle initial, entire last name @ lagrange.edu (such as dsbrooks@lagrange.edu or dsrobinson@lagrange.edu). Students are expected to treat their campus accounts as a business account. Faculty and administrators rely on these accounts to disseminate important information regarding College protocol and events; therefore, students are responsible for any College information sent out over campus e-mail.

Grade Collection/Waivers

Students, especially those involved in sports and Greek organizations, may be asked to collect current grades from their professors. FERPA requires that, except in certain special circumstances, providing a student's academic records to someone other than the student requires the student's written permission. For LaGrange College to release a student's grades to a student organization there must be a written record that the student has requested this and the authorization to release this information must be signed by the student. The faculty has adopted the use of the Student Organization Grade Disclosure Agreement, which members of student organizations must sign giving permission for their organization to collect grade reports. Before a grade report may be requested, a signed copy of this agreement must be on file in the Student Life Office of LaGrange College. This policy and requisite forms may be obtained from the Student Life Office. The Athletic Dept. will provide to all sports teams.

In addition, students must recognize that written/signed grade reports are provided as a courtesy by members of the LaGrange College faculty.

Equality of Access

LaGrange College does not discriminate on the basis of disability in the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of any of its programs and activities, so specified by federal laws and regulations. The coordinator for compliance with section 504 of the Rehabilitation Act of 1972 as amended, is Pamela Tremblay

STUDENT HANDBOOK 2011 - 2012



LAGRANGE
COLLEGE

Greek Organizations

Greek organizations at LaGrange College are a component of the institution's total educational program. As such, they are partners with the College in a mutually supportive endeavor. Therefore, Greek organizations share a responsibility for strengthening the total quality of student life. Because of their importance to their own members, Greek Chapters have certain rights and responsibilities within their community. Among their rights are 1) choosing their members; 2) participating as a unit in campus group activities; 3) participating in self-governing activities through the Interfraternity Council and the Panhellenic Council; 4) providing the opportunity for participation in educational experiences.

Among their responsibilities are 1) conducting all activities in accordance with regulations and policies of LaGrange College and their general fraternity, including policies on non-discrimination on the basis of race, creed, religion, age, national origin, sexual orientation or disability; 2) complying with their charter and by-laws developed in consultation with and approval of their general fraternity; 3) operating their chapter affairs in a business-like manner consistent with their constitution and College policies; 4) maintaining an atmosphere within their chapter and its activities supportive of high academic standards.

All fraternities and sororities are required to have a faculty or community/alumni adviser. Fraternities and sororities exist at the College only at the invitation of the College. This invitation is formally extended by the President of the College and can be withdrawn if a fraternity or sorority fails to comply with the College regulations and policies, including but not limited to the policies established by the Student Life Office.

Hazing

It is a violation of Georgia State Law and LaGrange College policy for students to engage in any activity that may be described as hazing. Hazing is a broad term encompassing any action or activity which does not contribute to the positive development of a person; or which inflicts or intends to cause mental or physical harm or anxieties; or which may demean, degrade or disgrace any person regardless of location, intent, or consent of participants. In addition hazing can be defined as any action or situation which intentionally or unintentionally endangers the physical or mental health of a student for the purpose of initiation or full admission, or affiliation with any organization operating under the sanction of LaGrange College.

Any student organization found to have violated this policy might face loss of recognition as a student organization. Further, any student found to be involved in any hazing activity will face disciplinary action, and is subject to a maximum sanction of suspension or expulsion from the College. Students, as well as their respective organizations, are also subject to civil and criminal action as it relates to the state law prohibiting hazing.

Illness Policy

Students who are absent from classes or examinations because of illness should contact their professors on a timely basis to discuss their individual situations. Students needing to withdraw from all courses for a given term for medical reasons should contact the Student Life Office for procedural information.

Non-Discrimination

LaGrange College does not discriminate on the basis of age, color, race, national or ethnic origin, handicap, or sex in the administration of educational policies, admissions policies, financial aid, employment or any other program or activity.

Racial Harassment

LaGrange College expects its students to treat other persons with respect and human dignity



STUDENT HANDBOOK 2011 - 2012

in all interpersonal relationships. Any behavior that results in the racial abuse, harassment, or intimidation of another person, or any unwanted objectionable racial attention towards another person, will not be tolerated and is a violation of the College's Social Code.

Sexual Harassment

Sexual harassment may take two forms: (1) creating a hostile environment, and (2) quid pro quo.

1. A hostile, demeaning, or intimidating environment created by sexual harassment interferes with an individual's full and free participation in the life of the College.
2. Sexual harassment quid pro quo occurs when a position of authority is used to threaten to impose a penalty or to withhold a benefit in return for sexual favors, whether or not the attempt is successful. Sexual harassment may involve behavior by a person of either gender against a person of the same or opposite gender. It should be noted that the potential of sexual harassment exists in any of the following relationships: student/student, faculty/student, student/faculty, and faculty/faculty. Here and subsequently "faculty" refers to faculty, staff, and administration. Because of the inherent differential in power between faculty and students, sexual relationships between faculty and students are prohibited.

Sexual harassment may result from many kinds of behavior. These behaviors may range from the most egregious forms, such as sexual assault, to more subtle forms. Explicit behaviors include but are not limited to requests for sexual favors, physical assaults of a sexual nature, sexually offensive remarks, and rubbing, touching or brushing against another's body. More subtle behaviors may be experienced as intimidating or offensive, particularly when they recur or one person has authority over another. Such behaviors may include but are not limited to unwelcome hugs or touching, inappropriate staring, veiled suggestions of sexual activity, requests for meetings in non-academic settings, and risqué jokes, stories, or images.

Accusations of sexual harassment, which are made without good cause, shall not be condoned. Such accusations are indeed grievous and can have damaging and far reaching effects upon the careers and lives of individuals.

Any member of the College community having a complaint of sexual harassment may raise the matter informally and/or file a formal complaint. The informal process is an attempt to mediate between the parties in order to effect a mutually agreeable solution without entering into the formal hearing process. Please refer the LaGrange College Bulletin 2011-2012 for more details concerning procedural information.

Smoking

LaGrange College is a smoke-free campus. Please do not smoke within 50 feet of the entrance of each building. Student found in violation of the College Smoking Policy will be fined a minimum of \$50.

Solicitation

Individuals or student organization may not engage in commercial sales and fund-raising projects unless the proceeds from such sales and projects are used for charitable or philanthropic purposes. Clearance for such activities must be obtained in advance from Student Life Office. All fundraising projects must follow the LaGrange College Student-Based Fund-raising Policy. Copies of the policy may be obtained from the Director of Student Activities.



CAMPUS RESOURCES

Writing and Tutoring Center

The Writing and Tutoring Centers located in the Lewis Library, are available to aid students. Peer tutors staff the Writing and Tutoring Centers. Dr. Laine Scott supervises the Centers. The hours are posted each semester.

Testing

When a student enrolls at LaGrange College, a one-time testing fee is paid. During the first semester and again, prior to graduation, students take the College's assessment exam designed to determine the extent to which students have achieved the objectives of the curriculum of the Core Program. Meaningful participation in this testing program is a requirement for graduation with a baccalaureate degree. The fee also covers some personality and career testing as well as major exit tests. Additionally, the Career Center has information about the Graduate Records Exam (GRE) and Millers Analogies Test (MAT).

Campus Computer Network

By way of fiber optic cable the library, main academic buildings, administrative offices and all residence halls are connected to the College's computer system. Students can access library catalog information from their residence hall rooms and faculty can make assignments by electronic mail. The College is connected to the Internet allowing for worldwide communication.

Intercollegiate Sports

LaGrange College athletic teams participate in intercollegiate sports as an NCAA Division III institution. We are a charter member of the Great South Athletic Conference.

The College promotes a non-scholarship program and subscribes to a scholar-athlete philosophy in which academic pursuits are the primary purpose of higher education. Coaches recruit players for each team; however, every sport invites "walk-on" try-outs from the student body. Students may attend all on campus athletic contests at no charge.

Philosophy Statement for Intercollegiate Athletics

Intercollegiate athletics at LaGrange College provide students with an integral complement to their total educational experience. Recognizing the importance of athletics to the individual student while seeking to strike a balance between the life of the mind and participation in co-curricular offerings, the College is committed to providing a program of intercollegiate athletics that is student-centered for both participants and spectators. The College believes that the primary function of intercollegiate athletics at a small, church-related, liberal arts College is one of a high quality co-curricular complement to its overall mission. As such, academics will have always had priority over athletic or other co-curricular pursuits.

LaGrange College seeks to recruit and retain student athletes who understand the balance of priorities between academics and co-curricular programs, whether the latter are athletics, the performing arts, or other student activities. The College employs coaches who understand that balance of priorities, and its coaches seek to recruit students who will be successful student-athletes. Because the College awards no financial aid based upon athletic ability, the aim of student-athlete recruitment by coaches is not solely for athletic success but rather contributes to the College's enrollment goals, although by no means do those have to be mutually exclusive.



STUDENT HANDBOOK 2011 - 2012

The College embraces a commitment to instill and develop the values of superlative ethical conduct and fair play among its athletes, coaches and spectators, and other constituents. Further, LaGrange College recognizes that student-athletes are role models to their peers as well as representatives of the College, and the College actively encourages student-athletes to conduct themselves in a manner which befits those roles.

LaGrange College is committed to gender equity and values cultural diversity. The College will invest sufficient resources to ensure that the medical and athletic training services are available to all athletes at appropriate times. It shall strive to ensure that all individuals and all teams are treated with the same level of fairness, resources, and respect so that all athletes are afforded an equal opportunity to develop their potential as student-athletes.

Intramural Sports

The intramural Sports program provides opportunities for wholesome recreation and competition among members of the campus community. Teams representing campus organizations and Independents compete in organized tournaments and events throughout the year. Competitive events include flag football, volleyball, basketball softball, ultimate Frisbee, and dodge ball. Special awards are presented to the men and women's groups with the highest participation rates and best record for the entire year. Graduate Assistants, JJ Martone, will serve as GA Director of Intramural Sports for 2011-2012.

The facilities and equipment of the Physical Education Department are available for student recreational use when these are not scheduled for instructional, athletic, or intramural sports use. The use of outdoor equipment (backpacks and tents) requires the payment of a small deposit which is refunded upon the safe return of the equipment. The Weight Room and Gymnasium are available for student/faculty/staff use during posted hours. A valid LaGrange College ID is necessary for entry during these hours.

Long Cane Access West Point Lake

The College leases from the Corps of Engineers the Long Cane Access on Lake West Point. This area includes both a covered and many uncovered picnic facilities. The area is kept locked and a key may be checked out. Please contact Campus Services at 880-8296

Equipment Check-out

Sports related equipment can be checked out through the intramural office at the Callaway Educational Building.

Gyms and the Charles D. Hudson Natatorium

These areas can be used and/or reserved by calling Campus Services at 880-8296.

Chapel Policy

Student groups may reserve the Chapel for special occasions only by contacting Campus Services at 880-8340.

Library

The Lewis Library, located at the Northeast center of the campus, is the information center of the campus. The holdings, built to support the academic programs of the College, include books, journals, maps, microforms, and audio video and electronic resources.

STUDENT HANDBOOK 2011 - 2012



LAGRANGE
COLLEGE

Price Theater

Price Theater, located on Forrest Avenue, serves as a classroom, home for LaGrange College Theater and box office. Current students are entitled to one free ticket to productions. The Theater Arts Department is always interested in prospective technicians and actors. If interested contact Professor Kim Barber Knoll at 880-8324.

Lost and Found

Lost and found services can be found in the Student Life Office, Smith Hall first floor. Items not claimed within 30 days are discarded.

Student Organizations List

This list includes the names and phone numbers of officers of student organizations and is available in the Director of Student Activities Office, first floor of Smith Hall.

Lamar Dodd Art Center

The Lamar Dodd Art Center gallery provides a changing exhibition program of visual art to the campus and local community.

Campus Post Office

All currently enrolled students should have an assigned campus box. The post office is located on the first floor of the Pitts Dining Hall. There is a lost key charge of \$5.00 and a re-core fee of \$30.00.

I.D. Cards

I.D.'s are necessary for entrance to College dining hall, checking out materials from library and for admission to most campus events. I.D.'s are made as a part of the registration process; at other times students should go to the Student Life Office. There is a \$15 charge to replace an ID Card.

Bookstore

The College Bookstore is located under the Pitts Dining Hall. Textbooks, instructional materials, and other personal items are available there.

Parking Permits

All vehicles used on campus must have a College parking permit. Permits are available from the Business Office. If a student's car is being repaired, a temporary permit can be issued. A more detailed set of parking regulations is issued to every student and may be found on the College website. Students are expected to know the rules and park their cars inside the white lines and not on the curbs.

Grades and Certification of Enrollment

The Registrar's Office will provide a copy of student's grades and will certify the enrollment of students for insurance or scholarship purposes.

International Student Services

International students can find assistance in several offices. For help with documents, (I-20, etc.) living arrangements, driver's license's, and personal problems, contact Katie Porter, International Advisor at extension 8286.



STUDENT HANDBOOK 2011 - 2012

Finance Check

Cashing Service

The Bookstore will cash checks for currently enrolled students.

Financial Aid

The Office of Financial Aid is located in the Banks Building. They administer and coordinate all major federal, state, institutional, and private agency assistance programs and provide financial assistance and counseling to students who need help paying College expenses. Sylvia Smith is the Director of Financial Aid.

Local Banks

There are several full-service banks in LaGrange and all will provide services to students.

Food

ARAMARK provides the food service program for students, faculty and staff at LaGrange College. Resident students must present their ID card for admission to dining hall; commuters and guests may use the dining hall on a cash basis.

Student Publications Policy

LaGrange College looks to its student publications to create an environment where discussion can take place freely and responsibly. Whether issues addressed are academic, political, or philosophical in nature, it is the responsibility of the student press to bring these issues to the LaGrange College Community.

Because student publications are funded by the College, student editors must be aware that LaGrange College could bear legal responsibility for the material they publish. Therefore, the College grants freedom of expression to student publications with the understanding that journalistic integrity be upheld. Editors must avoid the use of attack on integrity, libel, inappropriate material, rumor and derogatory remarks.

The Scroll

Once each year, *The Scroll* offers student-written features and departments focusing on the creative arts at LaGrange College.

The Hilltop News

Throughout each semester, *The Hilltop News* offers student-written features and departments focusing on the news and views of students at LaGrange College.

CONTACT Programs

Tuesdays and Thursdays, 11:15 a.m. are reserved for programs and presentations sponsored by various departments and units of the campus community. Students are encouraged to take advantage of these opportunities to enhance their classroom experience. **Please do not schedule organizational meetings during these hours.**

STUDENT RECORDS

LaGrange College values individuals' privacy and actively seeks to preserve the privacy rights of those who share information with us. Your trust is important to us and we believe you have the right to know how information submitted to the College is handled.

STUDENT HANDBOOK 2011 - 2012



LAGRANGE
COLLEGE

LaGrange College does not use Social Security Numbers as a primary way to identify constituents. Instead, a unique identifier called the L# will be assigned to all LaGrange College constituents. The L# will be used across all applications, and many business processes throughout the life-time of an individual's association with the College. This step is critical in the continuing efforts to reduce the risk of identity theft for the campus community.

The full policy concerning the use of Social Security Numbers at LaGrange College can be found in the policies section of the Instructional and Information Technology (ITT) website linked from the PantherNet homepage (<http://panther.lagrange.edu>).

LaGrange College is dedicated to preventing unauthorized data access, maintaining data accuracy, and ensuring the appropriate use of information. We strive to put in place appropriate physical, electronic, and managerial safeguards to secure the information we collect.

In general, all present and past students have the right to personally review their own educational records for information and to determine the accuracy of these records. It is the policy of the College that information contained in official student records will not be released to the parent or guardian without the consent of the student unless the student is a dependent of the parent or guardian as defined under section 152 of the Internal Revenue Code of 1954 or the student authorizes the release to the parent or guardian. A photo ID or other equivalent documentation, or personal recognition by the custodian of record will be required before access is gained.

LaGrange College assures the confidentiality of student educational records in accordance with the Family Educational Rights and Privacy Act of 1974.

Exception to Access Rights

Students do not have access to:

1. personal notes of administrative, faculty, or supervisory personnel which are not accessible to or revealed to other parties;
2. financial information of parents;
3. confidential letter of recommendation placed in files before January 1, 1975, or those where student has waived right to access, or
4. medical, psychiatric or psychological data recorded by professionals or paraprofessionals solely for their own use in treatment of the student: however, a physician or other appropriate professional of the student's choice can review such records.

Student Consent Prior to Records Release

Student educational record information will not be transmitted to third parties outside the College without the student's written consent, with the following exceptions:

1. **Public Information:** Student's name, address, telephone listing, academic major, dates of attendance, awards received, participation in officially recognized activities, and sports, weight and heights of athletic team members. This information will be released to anyone requesting it. Information which can be released to the public on any student is name, class, major, date of attendance; degree earned; awards received; local and permanent address, and telephone number. The above-cited information will not be released if a student notifies the Registrar's Office not to release information.



STUDENT HANDBOOK 2011 - 2012

2. To parents if the student is financially dependent upon the parent (IRS code definition). The burden of identifying such dependency rests with the student or parent.
3. Information concerning application for or receipt of financial aid, which may be released to official agencies involved in decisions on aid allocations.
4. Information released to College officials with a legitimate educational interest.
5. Information required by federal or state agencies as specifically provided by law.
6. Information needed in connection with an emergency to protect the health or safety of the student or other persons, as authorized by Department of Education regulations.

Types of Records Maintained

Examples of "educational records" maintained on a student may include but are not necessarily limited to, the following:

Academic

Admission data, courses attempted, grades, dates of enrollment, degrees awarded, academic hours and awards received - Registrar's Office.

Alumni

Personal, educational, and professional data, contributions and gifts - Alumni Office and Advancement Office.

Athletics

Intercollegiate participation data - Athletic Department and Public Relations Office.

Conduct

Disciplinary records, law violation - Student Development Office.

Employment

Student employment information and opportunity profiles W-2 cards - Student Financial Aid Office.

Financial

Student's (Parent's) confidential statements, Financial Aid data - Student Financial Aid Office. Charges, payments, delinquent accounts - Business Office.

General

Directory information, correspondence, biographical data - office of record to which information was provided or correspondence addressed.

Health

Medical - Clark-Holder Clinic

Psychological - Counseling Center

Recommendations

Personal evaluation, academic evaluation, employment evaluations - office of record for type of evaluation made.

Relationship of Disciplinary Records to Academic Records

Conduct records, disciplinary records, and law violations are kept in the Student Life Office. These files are separate from academic transcripts and are confidential as noted above.

STUDENT HANDBOOK 2011 - 2012



LAGRANGE
COLLEGE

In extreme cases where suspension or expulsion for non-academic reasons is involved, an overlay will be placed on the academic transcripts for as long as the function is enforced. This overlay reads:

This transcript reflects only the academic record of the student; this student currently is not in good standing and further information should be requested from the Student Life Office.

Records in the Student Life Office are maintained for a period of four years following the date of graduation. A student may request to have his/her disciplinary record destroyed. The record will be evaluated and the Dean of Student Affairs will make decision concerning the keeping or destruction of that record. Records of students who have serious offenses or two or more offenses will not be destroyed until four years after the student's graduation date. Records of students who are expelled are permanent.

STUDENT GRIEVANCE PROCEDURE

Purpose

LaGrange is committed to a policy of treating all members of the College Community fairly in regard to their personal and professional concerns.

The primary objective of a student grievance procedure is to insure that concerns are promptly dealt with and resolution reached in a fair and just manner. It is essential that each student be given adequate opportunity to bring complaints and problems to the attention of College administration with the assurance that each will be given fair treatment.

Definition

A grievance is defined as dissatisfaction occurring when a student feels or thinks that any condition affecting him/her is unjust, inequitable, or creates unnecessary hardship. Such grievances include, but are not limited to, the following: Academic problems (excluding grades), mistreatment by any College employee, incorrect assessment of fees, records and registration errors, student employment and discrimination because of race, national origin, sex, marital status, religion, age, or handicap.

Grievance Procedure

The initial phase of the student grievance procedure normally requires an oral discussion between the student and the person(s) alleged to have caused the grievance in order to discuss and resolve the grievance. The meeting should be held as soon as the student first becomes aware of the act or conditions that is the basis for the grievance. If the student decides not to meet with the person(s) alleged to have caused the grievance, or consider the response to this discussion to be unsatisfactory and feels that the grievance still exists, the grievance should be put in writing and filed with the next level supervisor as outlined below:

Nature of Grievance-Order of Contact

Academic Problems (Excluding grades and academic progress)

- 1) Instructor
- 2) Department Chair
- 3) Provost

Academic Records and Registration

- 1) College Registrar
- 2) Provost



STUDENT HANDBOOK 2011 - 2012

Athletics Program Student-athlete

- 1) The coach of the student's sport
- 2) Athletic Director
- 3) President

Payment and assessment of registration fees, fines, and other indebtedness to the College.

- 1) Student Accounts/Business Office
- 2) VP of Management
- 3) President

Traffic and Parking

- 1) Business Office representative

Housing

- 1) Resident Advisor
- 2) Residence Director
- 3) Dean of Student Affairs

Racial Discrimination

- 1) Alleged aggrieving party
- 2) Dean of Student Affairs
- 3) Provost

Discrimination Based on Disability

- 1) Alleged aggrieving party
- 2) Pamela Tremblay, Personal and Academic Counselor
- 3) Provost

Sex Discrimination

- 1) Alleged aggrieving party
- 2) Dean of Student Affairs
- 3) Provost

Harassment

- 1) Alleged aggrieving party
- 2) Dean of Student Affairs
- 3) Provost

Grievance Appeal Procedure

Any student who is not satisfied with the response after utilizing the administrative channels outlined above should present the grievance in written form to the Provost or the President with a copy to the individual(s) complained about.

At the time the student presents the Provost or President with the written grievance, he/she will be provided two options for achieving final resolution of the problem.

1. The student may choose to have the Provost or President decide the disposition of the grievance; or
2. The student may choose to have one of the appeals/review committees to investigate the case.



PART II RESIDENCE LIFE REGULATIONS

LaGrange College Residency Requirement

The LaGrange College Residency Requirement states that all traditional day students taking twelve hours or more must live in college housing. We believe that living on campus is a big part of a student's total educational experience. While living on campus, students are much more likely to have contact with faculty outside their classes, much more likely to attend or participate in extracurricular activities, much more likely to interact with an older peer who has faced similar dilemmas concerning majors, courses, assignments, careers, grad schools, an intellectual idea, personal relationships, and other facets of college life. As students mature, they will, in turn, have opportunity to have a profound peer influence on younger students. In the end, we strongly believe that every student benefits from that experience.

Students may be exempt from the Residency Requirement for one of the following reasons:

- The student is 23 years of age or older.
- The student is married and living with spouse.
- The student is responsible for a dependent child.
- The student is a veteran with at least two years of active military service.
- The student resides exclusively with parents or legal guardians in the parents' primary residence within a thirty-mile radius of the College.

If a student loses a roommate during the fall semester or (regardless of reason, whether that roommate left the College or simply moved to another room), the remaining student must have a new roommate by the first of spring semester or be charged the private/single room fee for that spring semester. The student will be reminded of this policy via e-mail from the Student Life Office. Letters explaining the situation will be sent to the student and his or her parents as well. It is the student's responsibility to find a new roommate; however, the Student Life Office is glad to assist in the search. To receive assistance in the search, the student should make an appointment with Ms. Kirby McCartney in the Student Life Office.

Room changes can be made with the approval of the Resident Director until the end of the "Drop/Add" period. After this period, there can be no room changes until after the 10th day of classes each academic term. All room changes made after the "Drop/Add" period incur a charge of \$25.00. Room changes not approved through the Student Life Office or the Resident Director are in direct violation of residence hall policy, and the person involved in such a room change may be referred to Dean of Student Affairs, and/or fined \$75.00, and/or be required to move to the former room assignment immediately.

Room Deposit

A \$200.00 Room Deposit (\$100.00 to be credited toward the student's tuition) is required of all new resident students. The \$100 deposit is not a prepayment to be applied to residence hall charges, but will remain on deposit with the College to be refunded, provided there is no damage and the student's account with the College is cleared upon one of the following conditions: (1) change of status from resident student to commuter student, (2) formal withdrawal, or (3) graduation. The \$100.00 deposit is refundable, provided that no damage has occurred in the resident's room, and the resident can turn in a Deposit Return Request to their Resident Director or to the Student Life Office to obtain it.



STUDENT HANDBOOK 2011 - 2012

The deposit serves as a room reservation while the student is not occupying College housing and is refundable if a student cancels his/her reservation by the following dates: May 1st for fall semester, December 1st for interim/spring semesters. The deposit serves as a damage deposit while a student is occupying College housing and is refundable when the student leaves College housing minus any unpaid debt owed to the College.

Refunds of Room and Board

No refund for room or board will be made to any student who withdraws from the residence halls after registration. For a student withdrawing from College, a charge of \$15.00 per day from date of registration to date of official withdrawal will be made on board.

Residence Halls Staff

The Residence Hall Staff have been employed and trained by the College to assist you in making an effective adjustment to residential living and to contribute leadership and supervision to the residence halls. They are available to listen, advise and encourage residents and to facilitate and stimulate hall activities. RAs and Resident Hall Directors are also representatives of the College administration and have responsibilities for rule enforcement. Please cooperate with the staff in supporting College standards and regulations.

Residence Hall Directors

Candler Hall,.....	Ms. Glenda Turner	880-8820
Boatwright Hall,	Mr. Chris Daniel	880-8360
Hawkes Hall,.....	Ms. Kirby McCartney.....	880-8420
Henry Hall,.....	Ms. Mary Wilson	880-8470
Hawkins Hall,.....	Ms. Veronica Drasher	880-4800

The Resident Advisors' numbers are posted in the lobby of each building. Resident Advisors are selected each spring semester for the upcoming academic year. For more information please contact the resident director of the building you want to work in or the Dean of Student Affairs.

Throughout the semester, members of the Residence Hall Staff have responsibility for residence hall coverage every night on a rotating basis. Each weekend staffing will include the RAs on duty plus a Resident Director. The "on call" duty schedule is posted outside each RDs door. Please refer to this schedule when in need of assistance.

Missing Student Notification Policy

In accordance with the requirements of the Higher Education Opportunity Act of 2008, Section 485 (j), LaGrange College follows these guidelines concerning missing students who reside in campus housing.

Residence students will be informed (at the beginning of fall and spring semesters) that they have the option to identify an individual that the College can contact within 24 hours after the time that a student has been determined to be missing by the designated officials authorized to make that determination, specifically the Resident Director and Dean of Student Affairs. The confidential contact may be the person designated by the student in addition to the designated emergency contact. In cases where a student has not designated a separate missing person contact, the emergency contact on record will be notified.

For students under 18 years of age (and not emancipated), the College will notify a custodial

STUDENT HANDBOOK 2011 - 2012



LAGRANGE
COLLEGE

parent or guardian no later than 24 hours after the time the student has been officially determined to be missing.

A student is determined to be missing when the College's Residence Life staff (including Resident Advisors, Resident Directors, and the Dean of Student Affairs) verify that the report information is credible and that the circumstances warrant declaring the student as missing. Once a student is determined to be missing, the Dean of Student Affairs will contact the student's designated contact. In addition, the Dean of Student Affairs will also notify the LaGrange Police Department.

At the beginning of each semester, the Residence Life staff will collect the following information from each residence student:

- Student's full legal name
- LC ID #
- Residence Hall and Room Number
- Student's cell phone number
- The name and relationship of the person(s) the student wants to be contacted
- A home and/or cell phone number for that contact person(s)
- An email address for that contact person(s)
- A home address for that person(s)

The student is responsible for keeping this contact information updated and accurate.

This information will be kept confidential and on file in the Student Life Office.

Visitation Policy

LaGrange College has adopted a policy allowing students/persons of the opposite sex to visit together in the living area of any residence hall on a limited basis. Sunday-Thursday 12:00 p.m. -12:00 a.m. Friday-Saturday 12:00 p.m. -2:00 a.m. Rest rooms are off-limits to visiting members of the opposite sex at all times. Quiet time is from 10:00 p.m. to 9:00 a.m. At all times the rights of a student's roommate must be respected. All suspected violations will be reported to the Dean of Student Affairs. Consequences range from a written warning to possible suspension depending on individual circumstances and the frequency of violations.

Residence Hall Closings

Billing for a residence hall room covers the period from the beginning of a semester to the end of the semester (both fall and spring) and the period from beginning of a summer term to the end of that summer term (both sessions). When students find that they need to stay in their residence hall room during a period when the hall is officially closed (usually Thanksgiving, Christmas, and Spring Breaks), the student must get permission from the Dean of Student Affairs. The College will bill the student \$90 per week.

During the week between Graduation and the beginning of summer school, all residence halls will be closed and every student is expected to be out of his or her room. **NO EXCEPTIONS.** This is the one week of the year that National has unhampered access to all rooms in order to clean thoroughly and make needed repairs. Students are expected to make alternate arrangements for both themselves and their belongings for that one week.

Students who choose to move into their residence hall rooms before their official move-in dates will be charged \$30 per night.



STUDENT HANDBOOK 2011 - 2012

Dorm Damages and Fines Policy

Property damage and mistreatment of the residence halls are a real concern to both the residents and the Student Life Office. Costs of damages can compromise the safety, security, and comfort of students in the building. In addition, they can also affect the cost of students' housing bills.

Therefore, students will be charged for any damage to fixtures or furnishings within their room. Damage that cannot be attributed to a single student will be divided among roommates. Likewise, damages that occur in the common rooms of an apartment will be charged to all roommates. In addition, rooms that require more than the usual cleaning by the housekeeping staff will be fined accordingly.

Resident Advisors and Resident Directors will attempt to record such damages and fines during Health and Safety Inspections and the year-end check-out process. However, some damages and fines may not be recorded until students have moved out and National Maintenance conducts a more thorough check of rooms and apartments. Students are responsible for the condition of their room and apartment at all times!

The College will not be liable when a student causes damage to his or other students' property. Students are encouraged to ascertain that their possessions are covered by their parents' or guardians' homeowner's insurance or to purchase renter's insurance.

Fines Policy

Students may be fined by the Dean of Student Affairs or the Social Council as a result of violations of the College social policies and the consequent disciplinary action. Most fines are specified in the Student Handbook. Fines are not initially attached to the students' College account; instead, the fines must be paid separately by the student in the Business Office. Once paid, the Business Office will inform the Dean of Student Affairs. Students have until the last day of the semester to pay fines. All fines unpaid by this date will double and be added to the student's College account. Students will not receive diplomas or transcripts with unpaid fines on their accounts.

Trespass Policy

The College enforces the Georgia Trespass Law, which makes it unlawful to interfere with students and teachers, to loiter about College premises, or to act in an obnoxious manner on these premises. Please be advised that any visitor on the campus comes within the jurisdiction of this policy and is subject to arrest.

Guest Policy

In an effort to clarify the regulations concerning guests, the following guidelines have been established:

1. A guest is a non-resident who is in a hall and has a resident host or hostess.
2. Guests will be expected to follow all policies of LaGrange College. Hosts or hostesses are responsible and held accountable for their guests.
3. Keys will not be issued to guests.
4. Violators of this policy are subject to disciplinary action.

STUDENT HANDBOOK 2011 - 2012



LA GRANGE
COLLEGE

SAFETY

LaGrange College is a small, friendly campus with little crime and fewer of the safety problems that plague larger schools. However, there are policies which help keep our community a safe environment for all of us:

Unwanted Individuals on Campus: If a person who is not a student or employee of the College and who is not required by his or her employment to be on the campus is deemed as committing any act that interferes with the peaceful conduct or activities of the College, or if it is determined that this person has come onto College property to commit such acts, the administrators of the College – or any employee or student designated to maintain order – may direct the person to leave College property immediately. If the person refuses or in any way fails to vacate campus property, he or she will be guilty of criminal trespass and the LaGrange Police Department will be contacted.

Doors: Security of the residence halls is the responsibility of all residents. Students must refrain from propping open outside doors or loaning keys to others in order to maximize building security and residents' safety. Also, propping open of the fire doors inside the hallways is prohibited. It is recommended that students lock the doors to their rooms when leaving the room. Stolen property is not the responsibility of the College.

Fire Safety: Open flames including burning charcoal, burning candles, and oil lamps, etc., are not permitted in College housing. Incense sticks or similar devices are also prohibited. Smoking is prohibited in all buildings on campus.

Roofs and ledges are off limits.

Windows: Objects are not to be propelled out of any window and articles are not to be placed on exterior window ledges. A fine may be assessed for students who sit in window ledges or commit acts of horseplay around windows. Repeated violations of this rule could lead to disciplinary action against a student.

Elevators and other electrical equipment are not to be tampered with.

Animals: Animals may not be kept on College property. Any violation of this policy will result in removal of the animal and a \$50 fine. Subsequent violations will be turned over to the Social Council. The only exception to this policy is aquarium fish. The aquariums are limited to a maximum of 20 gallons and must be cleaned regularly.

Therapy animals will be allowed only with the permission of the Dean of Student Affairs and with a written verification from a licensed therapist. Students with approved therapy animals will be required to pay a \$500 damage deposit in advance; they will be required to live on the first floor of Henry Hall. If rooms are not available, the student may be placed on a waiting list.

Bicycles and Motorcycles: Bicycles and motorcycles are not to be left in hallways, stairwells, or exit areas; this is a violation of the fire code and they will be removed. It is recommended that you lock your bike to a bicycle rack, or keep it in your room when not in use. Motorcycles must be parked in a designated parking place.

Cooking: The cooking and preparation of food is not permitted in the residence halls, except in the apartment-style dorms.

Electric Appliances: Residence halls have definite limits on the capacities of their electrical systems. Overloading the systems can present fire and safety hazards. No appliance



STUDENT HANDBOOK 2011 - 2012

may be possessed or used in the residence halls that uses over 500 watts. Examples of approved appliances are electric fans, radios, computers, stereos, study lamps, shavers, curling irons, blankets, typewriters, clocks, sewing machines, and TVs. Students may have one small refrigerator per room no bigger than 5 cubic feet inside capacity. Unapproved appliances include sunlamps, coffee makers, space heaters, hot plates, grills, electric fry pans, woks, crock pots, musical instrument amplifying equipment, toasters, ovens, microwaves, and air conditioners. Hair dryers can be used; however, no other appliance should be using the same outlet during usage. All appliances with an exposed heating element, regardless of wattage, are prohibited.

Microwaves: Microwaves are permitted in the lounge area of the residence halls. A microwave is provided in a designated place in each dormitory. Students found having a microwave will be asked to remove them from their rooms.

Firearms/Fireworks: Students are not permitted to possess or use firearms or fireworks on College property. The possession of ammunition is also prohibited. This policy includes air-soft and pellet guns.

Maintenance/Health and Safety Inspection: Please report any maintenance or safety problems that develop to the Resident Advisor on your floor as soon as it occurs. The RA will email the information to the Maintenance Department and will follow up to assure that the problem is corrected. Health and Safety Inspections are performed periodically. These inspections by the Residence Staff are for the purpose of making the student aware that his/her room should be kept clean and in good order—no health or safety hazards present.

Note: Because of problems with mold in the past, individual room refrigerators are also subject to Health and Safety inspections.

Periodic inspections will be made by two staff members, and a written notice will be presented to the student if violations are present. Re-checks will be made to determine if these violations have been corrected, and fines will be assessed when violations have not been corrected. Vacuum cleaners and brooms are available from the RD's to assist students in keeping their rooms clean.

Fire/Tornado Drills

To promote safety of residents, there are periodic drills in all residence halls, and all students are required to participate. Instructions are posted throughout the buildings. Please read carefully the following instructions:

Fire alarm: When the alarm sounds -

1. Dress appropriately for outside weather conditions, wear hard-soled shoes, and take a towel to prevent smoke inhalation.
2. Close all windows. Leave door unlocked so it can be checked.
3. Leave the building by the closest exit. Do not use the elevator.
4. Students will not be allowed to re-enter building until the drill ceases.
5. Remain calm and orderly.

STUDENT HANDBOOK 2011 - 2012



LAGRANGE
COLLEGE

Tornado Drill Alert: When you are notified of warning—

1. Move quickly to the interior hallway of the lowest floor of your building (unless notified of other designated locations).
2. Do not use elevator, but descend by the stairway
3. Stay away from windows.
4. Remain calm and orderly until notification to return to your room. Please refer to the Health and Safety web site at www.lagrange.edu/healthandsafety/

TELEPHONES

All student rooms have phone jacks. Hawkes Hall, Henry Hall and Pitts Hall have one jack per room. Boatwright Hall, Candler Hall, Turner Hall and Hawkins Hall have two jacks per room. There is no charge for local service; students will need to supply the phone set and caller identification box, if preferred.

Students can call other LaGrange College residents' rooms by dialing the last four digits of the room number. Local off campus calls require a prefix number of 9. Emergency Services can be reached by dialing 9-911 or 911.

The carrying and use of cell phones and other electronic communication devices are allowed on the LaGrange College campus. Users of these devices, however, must be attentive to needs and sensibilities of the members of the College community. Furthermore, the use of these devices must not disrupt the functions of the College.

Devices must be off or ringers silenced in classes, laboratories, the library, study spaces and other academic settings and during events such as plays, concerts, speakers and College ceremonies. The term "laboratories" explicitly includes computer laboratory spaces. Answering or operating the device during classes, laboratories, meetings or events is only appropriate in case of emergency. If the device must be answered, the user must move to a location where the class, laboratory, library patrons, etc., will not be disrupted before making use of the device.

Nuisance/Obscene Phone Calls: It is against the law in the State of Georgia for a person to use abusive, vulgar, or profane language on the telephone or to cause a breach of the peace by use of the telephone. If you receive an obscene phone call do not engage the caller in conversation; look at your caller I.D. box and write down the information then simply hang up. Record the time you received the call and any background noise you hear and/or any identifying voice characteristics (accent, phrasing, etc.). Report the call to your Resident Director. If calls persist, unplug the phone line for a limited time to prevent it from ringing. All obscene calls should be reported so that if a pattern develops or chain calling occurs, the police can be notified. Your cooperation with the Residence Staff will assist in providing you the best possible living environment.



STUDENT HANDBOOK 2011 - 2012

REGULATIONS AND GUIDELINES

- (1) **Opening of Halls** - Residence Halls open the day before registration. The first meal served is the evening meal prior to Registration Day.
- (2) **Furniture** - Rooms are furnished with beds, desks, chairs, closets, and blinds. Furniture must remain in the room where the College has placed it. Lobby furniture is not for use in individual rooms and should not be removed. Moving furniture carries an automatic fine of \$25.00.
- (3) **Electrical** - Electric outlets should be maintained at a one to one ratio in relation to the number of electric units plugged into the outlet at anytime. Students are required to use heavy-duty extension cords, or adapters approved by Underwriters Laboratories. Extension cords can be used for just one appliance at a time. Students must maintain a one plug per one receptacle ratio at all times. Please consult your Resident Director if you have questions about the use of any other appliance or equipment.
- (4) **Waterbeds and Lofts** - Waterbeds and Lofts are not permitted in any residence hall.
- (5) **Closing of Halls** - Residence Halls are closed during Christmas Break and the week between spring semester and summer term.

NOTE: Graduating Seniors may stay in their rooms until 5:00 pm the day after Graduation. Freshmen, Sophomores, and Juniors may stay in their rooms until graduation only with permission from the Dean of Students; they must be moved out of the room by 5:00 pm the day of Graduation. Students staying beyond the deadline or without expressed permission will be fined a minimum of \$30 per day.

- (6) **Residence Hall Keys** - The key deposit is covered in the damage deposit. Should a key be lost or stolen through the personal negligence of the student, the compromised lock must be changed at a cost of \$25.00 to the student. Should the key be lost or stolen, or broken through circumstances beyond the control of the student, a replacement key will be provided for \$1.00. Keys must be returned to the Resident Director when the student checks out of his/her room. Duplication or possession of unauthorized keys by a student is a violation.
- (7) **Breakage and unreasonable wear and tear** - You and your roommate will be held responsible for any breakage or unreasonable wear in your room. If responsibility can be fixed upon a certain person, he/she will be expected to pay for the damage. If such responsibility cannot be determined, both people will equally share the cost of the repair or replacement.
- (8) **Clear Hallways** - Safety requires that hallways be clear at all times. Therefore, we cannot permit you to store luggage, ironing boards, bicycles, or other personal belongings there.
- (9) **Wall Hangings** - Check with Residence Director before hanging anything on walls of your room. Use only approved hangers. Any item placed on walls, doors, furniture, etc. that causes damage will subject you to a charge for the damage.
- (10) **Parental Visits** - Parents may visit their sons or daughters at any time. Guests of students must check in with the Residence Director. Maximum visit is limited to three days. No guests under 12 years of age are allowed.

STUDENT HANDBOOK 2011 - 2012



LAGRANGE
COLLEGE

-
- (11) **Laundry Facilities** - Laundry facilities are available in every residence hall. If you use these facilities, please show every consideration for others by removing laundry as soon as the cycle is completed.
 - (12) **Food** - If you have food in your room, be certain that you store it in airtight containers or in refrigerators.
 - (13) **Withdrawal** - If you withdraw from the College, you must vacate your room within 24 hours and have your room inspected by the Residence Director or RA.
 - (14) **Alcohol/Drugs** - The possession or consumption of any alcoholic beverage is not allowed on campus. We abide by the liquor laws of the State of Georgia. The same applies to the illegal possession, use or sale of drugs.
 - (15) **Room Transfer Fee** - Moving with failure to check out results in a \$75.00 charge.
 - (16) **Noise Problems** can be solved through consideration and cooperation. Amplified sounds of any kind (radios, stereos, television) should not be played when someone else is trying to sleep in the room. Also, these sounds should not be heard outside of the room. Do not bounce balls inside the residence hall. Avoid yelling from the windows or balconies, and remember your next door neighbor may not want to join your party when you are having friends over, so keep the volume reasonable.
 - (17) **Smoking Policy** - Smoking is prohibited in the spaces of all of the Residence Halls. Spaces are defined as student rooms, elevators, hallways, bathrooms, parlors, lobbies, the Henry Computer Lab, the laundries and the staircases. LaGrange College is a smoke free campus. Please do not smoke within 50 feet of the entrance of each building.
 - (18) **Cleaning Charges** - Housekeeping reserves the privilege of fining students an additional cleaning charge if students leave their room or apartments in a state that requires extra time and effort to clean. The fine will be added to the student's College account.



STUDENT HANDBOOK 2011 - 2012

FOOD SERVICE

ARAMARK operates the service at LaGrange College; a full-time manager is in charge of preparing and serving 21 meals a week. Resident students are required to subscribe to the board plan. This is an excellent plan that provides well-balanced nutritious meals. In the case of special needs or medically prescribed diets, the food service manager will arrange for special menus. Information on various meal plans is available in the Business Office.

LaGrange College endeavors to keep costs at a minimum while not compromising on quality; therefore, there are some regulations that are required to maintain a high quality food service and keep cost low:

1. Patrons may eat all they want while dining in the dining hall; however, no food should be taken out. (Exceptions: ice-cream, and other menu items specified as "take out").
2. If a meal is needed for a sick student, a request form for a take-out meal must be submitted with the signature of the Dean of Students or Residence Hall Director.
3. No College-owned utensils—plates, glasses, or other such items may be taken from the dining hall.
4. Beverages may be taken out in paper or plastic containers (not to exceed 16 oz.).
5. No resident student is to allow a non-paying person to eat from his/her tray, nor should they provide these individuals with dishes to serve themselves. These rules are not meant to be limiting in any way to a student who has purchased the board plan, but to eliminate waste and unnecessary cost.

The students of LaGrange College have always been considered friendly and warm, and this characteristic has been very evident in the dining hall. Mealtime should be a pleasant, relaxing break in the daily routine of classes and study. Students are expected to use good manners and consideration in their behavior in the dining hall.

Attire: proper attire is required. This always includes shoes and shirts. No bathing suits.

No smoking area: The entire dining hall and serving area is considered a no smoking area.



PART III

THE CONSTITUTION OF THE STUDENT GOVERNMENT ASSOCIATION OF LAGRANGE COLLEGE

PREAMBLE

Realizing the importance of the students' role in governing a share of campus affairs, we, the students of LaGrange College in order to assume responsibility individually as well as within our community, to enhance affairs, to facilitate communication, and to protect individual rights while maintaining a standard of honor that is consistent with the ideals of this institution, do hereby establish this Constitution of the Student Government Association of LaGrange College.

In its pursuit of educating the whole person by challenging minds, inspiring souls and transforming lives, LaGrange College encourages student participation within all realms of the campus community; the College strives to include the student body in the development and advancement of the Institution. Elected and appointed Student Government Association officers provide resources for students' expression of views and opinions on issues of institutional policy.

Article I. Name

The name of the association shall be the Student Government Association (SGA).

Article II. Purpose

The purpose of the Student Government Association is to serve as a voice for the student body while promoting diversity and involvement through activities, entertainment, service, information technology, and sustainability at LaGrange College and in the surrounding community.

Article III. Membership

Section 1. Membership in SGA shall be limited to persons officially connected with LaGrange College as students.

Section 2. SGA does not discriminate on the basis of race, sex, religion, color, national origin, physical or mental handicap, age, status as a Vietnam Era veteran, or sexuality in the selection of members.



STUDENT HANDBOOK 2011 - 2012

Section 3. The SGA is comprised of the Executive Council, the Senate, the Programming Board (Panther Productions), the Service Council, the Sustainability Committee, and the Information Technology Board.

Section 4. All students of LaGrange College are considered members of SGA.

Article IV. Officers

Section 1. The officers of SGA shall be elected from the student body of LaGrange College.

Section 2. The elected officers of SGA shall consist of President, Vice President of Senate/Parliamentarian, Vice President of Entertainment, Vice President of Service, Vice President of Information Technology, Vice President of Sustainability, Secretary/Public Relations and Treasurer, which shall serve as the Executive Council.

Section 3. The purpose of the Executive Council is to represent the student body by being a resource through which students can express their opinions, facilitate change, organize events on campus, and connect with the LaGrange community.

- A. The cumulative GPA requirement for a person seeking and holding an Executive Council position will be a 2.6; failure to maintain the qualifying GPA will result in removal of office.
- B. Executive council candidates must have been enrolled at LaGrange College at least one semester prior to the elections for Executive Council.
 - a. Students seeking offices of any Vice President position must be either a junior or senior in the year they serve or have served on SGA for one year.
 - b. Students seeking the office of President must have served as an Executive Council member for at least one year and be a junior or senior in the year they serve, unless special permission is granted by the current Executive Council and Director of Student Activities & Service.
- C. All members of the Executive Council must be active participants of the LaGrange College Leadership Certificate Program.
 - a. Students seeking the office of President must be currently enrolled in the Bronze Level of the Leadership Certificate Program.
 - b. Students seeking the office of any Vice President, Secretary, or Treasurer must either be currently enrolled in the Bronze Level of the Leadership Certificate Program or enroll in the Bronze Level of the Leadership Certificate Program during the year they serve.
 - c. The SGA President and Director of Student Activities and Service reserve the right to remove these stipulations if it is determined that there are not enough qualified candidates for the election of the Executive Council.

STUDENT HANDBOOK 2011 - 2012



LAGRANGE
COLLEGE

- D. The Executive Council meets weekly to handle the business of SGA. A quorum of at least 5 Executive Council members must be present to conduct official business.
- E. All members must sign a confidentiality agreement at the first Executive Council meeting of each academic year.
- F. Executive Council members are expected to attend all Executive Council and SGA meetings. The attendance at the SGA functions is determined by the Executive Council at the first Executive Council meeting of the academic year.
- G. Absence excuses must be submitted to the SGA President.

Section 4. Officer Duties

A. President

- 1. The President will preside over all meetings of the SGA and Executive Council. He/she votes only in the case of a tie.
- 2. If the President wishes to side with an issue and vote for it, he/she may yield the chair to a Vice President.
- 3. He/she schedules all meetings of the SGA and may call special meetings to accomplish specific goals. He/she may call meetings of the entire student body or any part of it.
- 4. He/she may create ad hoc committees and standing committees.
- 5. He/she serves as an ex-officio member of all committees within the SGA.
- 6. He/she serves as an ex-officio member to the College's Board of Trustees, Institutional Planning Council, Leadership Council, Alumni Council, the Student Affairs Committee of the Faculty, Honor Council Appeals Board, and any other committee deemed applicable by the Cabinet of LaGrange College.
- 7. The President serves as the Chief Executive Officer of the SGA and ensures that all duties of the SGA members are carried out in accordance to the SGA Constitution.
- 8. The President communicates frequently with administrative officials informing them of the concerns of the SGA and student opinion. The President may appoint another member of the SGA to fulfill his communication if deemed necessary and appropriate.
- 9. The President shall serve as the chair of the Presidents' Council of Student Organizations of LaGrange College.
- 10. The President shall participate in the Silver Certificate Level of the Leadership Certificate Program of LaGrange College during his/her term as President.

B. Vice President of Senate/Parliamentarian



STUDENT HANDBOOK 2011 - 2012

1. The Vice President of Senate/Parliamentarian is the presiding Officer of the Senate.
 2. The Vice President of Senate/Parliamentarian holds bi-monthly Senate meetings.
 3. He/she reports Senate meeting minutes and decisions to the Executive Council and SGA.
 4. The Vice President of Senate/Parliamentarian coordinates, under the supervision of the Director of Student Activities & Service, the Austin P. Cook Student Organization of the Year Award.
 5. The Vice President of Senate/Parliamentarian oversees all activities carried out by the Senate of the SGA.
 6. The Vice President of Senate/Parliamentarian must be knowledgeable of Robert's Rules of Order and parliamentary procedure; he/she makes sure these procedures are carried out properly at the SGA meetings. At the beginning of each year, he/she presents these procedures to the SGA so they can understand the rules and act accordingly.
 7. He/she maintains order at all SGA and Executive Council meetings.
 8. He/she administers all student polls and SGA elections.
 9. He/she will be responsible for annual events open to the student body, alumni, or community. These events may include, but are not limited to, summer orientations, activities fair, Homecoming, and May Day.
 10. The Vice President of Senate/Parliamentarian shall investigate the qualifications of candidates seeking Executive Council offices.
 11. He/she investigates the qualifications of all SGA members at the beginning of each semester.
 12. In the absence of the Secretary, the Vice President of Senate/Parliamentarian conducts all secretarial duties.
 13. The Vice President of Senate/Parliamentarian shall participate in the Leadership Certificate Program of LaGrange College during his/her term.
- C. Vice President of Entertainment
1. The Vice President of Entertainment is the presiding Officer of the Programming Board (Panther Productions).
 2. The Vice President of Entertainment holds bi-monthly Programming Board meetings.
 3. He/she reports Programming Board meeting minutes and decisions to the Executive Council and the SGA.
 4. He/she oversees all activities carried out by the Programming Board of the SGA.

STUDENT HANDBOOK 2011 - 2012



LAGRANGE
COLLEGE

-
5. The Vice President of Entertainment shall participate in the Leadership Certificate Program of LaGrange College during his/her term.
- D. Vice President of Service
1. The Vice President of Service is the presiding Officer of the Service Council.
 2. The Vice President of Service holds bi-monthly Service Council meetings.
 3. He/she reports Service Council meeting minutes and decisions to the Executive Council and the SGA.
 4. The Vice President of Service maintains a relationship and communications with the Graduate Assistant for Service.
 5. He/she will maintain an annual calendar of service events that are being held at LaGrange College and work as a coordinator of the SGA's campus-wide effort to serve the community.
 6. He/she will compile a semesterly service record of all student organizations.
 7. He/she oversees all activities carried out by the Service Council of the SGA.
 8. The Vice President of Service shall participate in the Leadership Certificate Program of LaGrange College during his/her term.
- E. Vice President of Information Technology
1. The Vice President of Information Technology is the presiding Officer of the Information Technology Board.
 2. The Vice President of Information Technology holds bi-monthly Information Technology Board meetings.
 3. He/she is responsible for reporting Information Technology Board meeting minutes and decisions to the Executive Council and the SGA.
 4. He/she serves as the liaison to the Department of Information Technology.
 5. He/she oversees all activities carried out by the Information Technology Board.
 6. The Vice President of Information Technology shall participate in the Leadership Certificate Program of LaGrange College during his/her term.
- F. Vice President of Sustainability
1. The Vice President of Sustainability is the presiding Officer of the Sustainability Committee.
 2. The Vice President of Sustainability holds bi-monthly Sustainability Committee meetings.



STUDENT HANDBOOK 2011 - 2012

3. He/she is responsible for reporting Sustainability Committee meeting minutes to the Executive Council and the SGA.
4. The Vice President of Sustainability will work to improve the overall effort to be a more sustainable campus through awareness, events, and other opportunities.
5. He/she serves as the liaison to the administrative Sustainability Council.
6. He/she oversees all activities carried out by the Sustainability Committee.
7. The Vice President of Sustainability shall participate in the Leadership Certificate Program of LaGrange College during his/her term.

G. Secretary/Public Relations

1. The Secretary/Public Relations records the minutes of all Executive Council and SGA meetings and submits these minutes by email to all members of the appropriate group for their review and approval at the following meeting. These minutes must be kept on file.
2. He/she maintains the roll of all current SGA members and records attendance of members at SGA meetings. He/she informs the SGA of attendance requirements. In the case of membership attendance violations, he/she informs the SGA member in violation, the President, and the Vice President of the committee, council, or board on which the member serves of the violation.
3. He/she informs and reminds members of meeting dates and locations.
4. He/she shall serve as the Secretary of the Presidents' Council of Student Organizations of LaGrange College.
5. The Secretary/Public Relations shall participate in the Leadership Certificate Program of LaGrange College during his/her term.

H. Treasurer

1. The Treasurer handles all money of the SGA. No money can be spent without the consent of the Treasurer and Director of Student Activities & Service.
2. The Treasurer tracks the balances, maintains all finances, and presents the balances at the Executive Council and SGA meetings.
3. He/she is the liaison to the Business Office.
4. He/she processes all checks for the SGA.
5. He/she serves on the Presidents' Council of Student Organizations of LaGrange College.
6. He/she serves as the Chair of the Student Organization Assistance Program Committee.

STUDENT HANDBOOK 2011 - 2012



LAGRANGE
COLLEGE

7. The Treasurer shall participate in the Leadership Certificate Program of LaGrange College during his/her term.
- I. All officers will work direction with the Director of Student Activities & Service.
- J. All officers shall attend all SGA sponsored events and activities.

Article V. Committees, Councils, and Boards

Section 1. Committees, Councils, and Boards are established with the purpose of fulfilling the mission and vision of the SGA. The committees, councils, and/or boards consist of Senate, Programming, Service, Sustainability, and Information Technology.

- A. The cumulative GPA for a student seeking a committee, council, or board position is a 2.6; failure to maintain the qualifying GPA results in a probationary period of one semester. If a student fails to meet the qualifying GPA for a consecutive semester, the student will be removed from the SGA roster.
- B. The maximum number of members for all committees, councils, and boards is 20.
- C. All committee, council, and board members are required to attend bi-monthly meetings. The Vice President of the respective committee, council, or board will schedule these meetings.
- D. All committee, council, and board members are required to attend bi-monthly meetings of the SGA.

Section 2. Senate

- A. Each class of students has 5 representatives elected as Senators. Within each class body there will be one President, one Vice President, and 3 Representatives.
- B. Senate positions that become vacant in the middle of the academic year will be filled by the following application process. Students interested in filling the vacancy must submit an application to the Vice President for Senate/Parliamentarian. The Vice President for Senate/Parliamentarian must present the application to the Executive Council for a vote. A 2/3 majority vote is required for the application to be passed on to the SGA, who must approve the application with a 2/3 vote for the student to be elected.
- C. The Senate makes recommendations concerning student opinions and suggestions regarding campus affairs and improvements to the SGA President, which are passed on to the College Administration and the Board of Trustees.
- D. The Senate plans and implements annual events including, but not limited to: activities fair, Homecoming, Quadrangle Formal, Halloween on the Hill, Christmas on the Hill, Vegas on the Hill, May Day, etc.



STUDENT HANDBOOK 2011 - 2012

Section 3. Programming Board (Panther Productions)

- A. The Programming Board plans and executes all programming to which the Programming Board is assigned.
- B. The Programming Board creates safe and diverse programming for the LaGrange College community.
- C. The number of Programming Board functions per semester is determined by the Programming Board with the assistance of the Director of Student Activities and Service.
- D. The Programming Board collaborates with the Department of Student Life to provide programming during First Week.

Section 4. Service Council

- A. The Service Council is responsible for planning and coordinating the selection of Faculty Member of the Year Award and Staff Member of the Year Award.
- B. The Service Council coordinates at least one service and/or awareness-based event a month throughout the academic year.

Section 5. The Information Technology Board facilitates all events and activities determined by the Vice President of Information Technology.

Section 6. Sustainability Committee

- A. The Sustainability Committee facilitates all events and activities determined by the Vice President of Sustainability.
- B. The Sustainability Committee collaborates with the administrative Sustainability Council to further sustainable efforts on campus.

Section 7. Ad Hoc committees are formed for a specific purpose and may not last for longer than one academic year.

Section 8. Standing Committees are created by the SGA or the President of the SGA which is deemed necessary for longer than one academic year.

Article VI. Elections, Appointments, Impeachments, Resignations

Section 1. Elections

- A. The Vice President of Senate/Parliamentarian will set all procedures regarding elections. The SGA President will oversee the implementation of these procedures.
- B. The deadline for applications is 5:00 p.m. on the day set by the Vice President of Senate/Parliamentarian.
 - 1. Executive Council Elections
 - i. The date(s) of election for these Officers is determined by the Executive Council.



- ii. The Oath of Office shall be administered to the new Executive Council Officers during May Day. The outgoing President will administer the Oath of Office to the incoming President, and the incoming President will then administer the Oath of Office to the rest of the incoming Executive Council. The Oath of Office is as follows: "I (full name), affirm that I will uphold the Constitution, as well as the mission and vision, of the LaGrange College Student Government Association and pledge myself to the faithful execution of my office."
2. Senate Elections
 - i. Senate elections, with the exception of Freshmen Senate elections, occur during Executive Council elections.
 - ii. Freshmen Senate elections, as well as those elections for positions not filled by the spring elections, occurs the third Thursday of the following September.
 - iii. Separate ballots shall be prepared in Senator elections for each class.
 - iv. For nomination and voting purposes, class standings are determined by the Office of the Registrar.
 - v. Voters may only vote the appropriate ballot of their class. Voters mark their ballot for one President, one Vice President, and three Representatives. The five candidates with the most votes are the winners.
3. Every candidate, whether or not they are being opposed, must campaign for their position beginning no later than a week prior to the elections.
4. The Director of Student Activities and Service investigates candidates' GPAs to verify his/her qualifications for office. By submitting an election application, a student consents to verification of his/her GPA.
5. If the voting procedure is carried out with paper ballots, there must be two SGA members present at the election site who are not current candidates. Candidates may not loiter anywhere near the election booth unless casting their ballot.
6. The Vice President of Senate/Parliamentarian, President, and the SGA advisor, unless there is an obvious conflict of interest, are responsible for counting the paper ballot votes, and reporting the results to the SGA, as well as the entire student body of LaGrange College.
7. In the event of online voting, the Vice President of Senate/Parliamentarian, President, Vice President of Information Technology, and the SGA advisor will have access to the elections results.
8. In an election between two candidates, the one with the most votes will be declared the winner. In an election between three or more candidates, the winner must receive over 50% of the votes; if one candidate does not, there will be a run-off between the top two candidates.



STUDENT HANDBOOK 2011 - 2012

9. Any member of the student body may file a complaint regarding election procedures or results. To file a complaint a student must submit a written and signed statement to either the SGA President or the Vice President of Senate/Parliamentarian. Upon receiving the statement, either Officer must notify the rest of the Executive Council. The student filing the complaint is required to testify before the Executive Council. The Executive Council will consider all evidence before them and make their decision regarding the complaint after the next regularly scheduled SGA meeting, where the SGA will be informed of the complaint and able to voice their feelings.

Section 2. Appointments

- A. If no person submits an application to run for a given Executive Council or Senate position, it is filled by appointment when the new SGA is seated.
- B. If an Executive Council position becomes open in the middle of the academic year, the vacancy is filled by appointment by the Executive Council.
- C. Appointments contingent upon interviews will be determined at the discretion of the Executive Council and Committee Chairs.

Section 3. Impeachments

- A. Any member of the SGA may be impeached for failure to uphold the SGA Constitution or to perform the duties and responsibilities of his/her position, as outlined in the SGA Constitution.
- B. The impeachment process is carried out as follows: A written charge must be filed with the Executive Council. A 2/3 vote of the Executive Council is required to continue the impeachment process. The decision of the Executive Council is taken to the SGA. Impeachment is only approved by a 2/3 majority vote of the SGA using secret ballot. The Vice President for Senate/Parliamentarian and the SGA advisor, unless there is a conflict of interest, will be responsible for counting the votes and reporting the results to the entire SGA.
- C. Items such as attendance policy and grades do not fall under the impeachment process. Violations of these SGA guidelines are automatic and result in immediate removal from the SGA.

Section 4. Resignations

- A. Any member of the SGA has the right to resign from their position. A resignation letter must be turned in to the SGA President.
- B. If the SGA President decides to resign, he/she must turn in a letter of resignation to the Executive Council.
- C. Letters of resignation are required to be read publicly to the entire SGA after formal resignation has occurred.

STUDENT HANDBOOK 2011 - 2012



LAGRANGE
COLLEGE

Article VII. Meetings

- Section 1. The SGA meetings will be held at least every other week during the academic year. The Executive Council sets all SGA meeting times and locations. The President or SGA advisor may call additional meetings for special purposes.
- Section 2. A quorum, which is five general SGA body members and five members of the Executive Council, is required to conduct official business.
- Section 3. A simple majority of the SGA members present at each meeting make all decisions on matters that are not mandated by the Constitution for a Student Body vote.
- Section 4. All SGA meetings are conducted using Robert's Rules of Order.
- Section 5. All SGA meetings are open to the student body of LaGrange College. Visitors have the right to speak, may submit proposals by giving a written copy to the Secretary, and are subject to the same rules that govern the SGA.

Article VIII. Finances

- Section 1. Funds for SGA functions may only be requested by an Executive Council officer. Written documentation, electronic or paper, must accompany all money requests. The appropriate documentation, as issued by the Treasurer at the beginning of the academic year, must be used.
- Section 2. All receipts of purchase must be given to the Treasurer no later than a week following the SGA function for which the purchases were made.
- Section 3. In addition to the SGA budget kept by the Treasurer, each Executive Council officer must maintain his/her own balance of expenditures.
- Section 4. A portion of the SGA budget will be set aside at the beginning of each academic year for the Student Organization Assistance Program.

Article IX. Supremacy

This Constitution supersedes all other Student Government Constitutions that have come before it. Its bylaws are for enhancement and are subsidiary to the Constitution.

Article X. Bylaws

Bylaws are for elaboration and enhancement of the Constitution. The Senate can pass bylaws with a 2/3 majority vote. Bylaws shall be introduced to the SGA in writing one meeting prior to the meeting which they are voted.

Article XI. Amendments

Any student can propose an amendment to the SGA Constitution. The proposed amendment will go to the Executive Council. The Executive Council will investigate the amendment and then pass it on, with any suggestions attached, to the Senate. In order



STUDENT HANDBOOK 2011 - 2012

for the amendment process to proceed, the Senate must approve the amendment by a 2/3 vote. The amendment is then submitted to the entire SGA. For the amendment to be added to the SGA Constitution, it must be approved by a simple majority. If at any point the amendment is stopped, it is considered dead and given back to the student who proposed it for changes. If the student wishes to resubmit the proposed amendment, it will go back to the entire Student Government Association where a 2/3 vote is required. The Executive Council has the right to veto an amendment. A 2/3 vote of the entire SGA is required to override a veto decision.

Article XII. Ratification

Upon acceptance by a convention of students currently involved in the SGA, this Constitution will be submitted to a referendum of the student body. The Constitution becomes effective when $\frac{1}{2}$ of those voting approve the Constitution. After ratification, this Constitution becomes a part of the Student Handbook of LaGrange College and will be published annually therein.



Student Government Association Bylaws

Article I. Order of Business

The order of business at regular meetings of the Student Government Association is as follows:

- A. Call to order
- B. Roll call
- C. Prayer
- D. Guest program (if any)
- E. Reading, correction, and approval of previous meeting's minutes
- F. Special reports of officers and advisors
- G. Committee reports
- H. Special elections (if any)
- I. Old or unfinished business
- J. New business
- K. Announcements
- L. Adjournment

The SGA may override this agenda by a motion to suspend the rules, which requires a 2/3 vote.

Article II. Attendance Policy

- A. All students of LaGrange College are invited to attend all SGA meetings.
- B. The Secretary maintains the record of attendance of SGA members at meetings and other required functions.
- C. A student must submit a written excuse to the Secretary at least 24 hours in advance to be excused from an event, unless otherwise stated by the Secretary.
- D. Membership shall be terminated for the accumulation of three or more unexcused absences.



STUDENT HANDBOOK 2011 - 2012

Article III. Awards of the Student Government Association

Section 1. The Austin P. Cook Award is presented annually by the SGA to the organization that made the most positive impact on Campus Life during the given academic year.

Section 2. The Administrator of the Year Award is given annually by the SGA to an outstanding member of the administration. The full body of SGA nominates up to five administrators for this award. These candidates are then voted on by the entire student body during the spring elections. The award is given out at the SGA banquet at the end of the spring semester.

Section 3. The Faculty Member of the Year Award is given annually by the SGA to an outstanding Faculty member. The full body of SGA nominates up to five faculty members for this award. These candidates are then voted on by the entire student body during the spring elections. The award is given out at the SGA banquet at the end of the spring semester.

Section 4. The Staff Member of the Year Award is given annually by the SGA to an outstanding Staff member. The full body of SGA nominates up to five staff members for this award. These candidates are then voted on by the entire student body during the spring elections. The award is given out at the SGA banquet at the end of the spring semester.

Section 5. The Student Government Association Member of the Year Award is given annually by the Student Government Association to an outstanding SGA member. This award is voted on by the Executive Council and given out at the SGA banquet.



APPENDIX C

Student Organization Assistance Program

Name:

Student Organization Assistance Fund

Purpose:

- A. The Student Organization Assistance Fund shall exist through the Student Government Association (SGA) to aid campus organizations in the implementation of their events or programs.
- B. A portion of the budget that SGA receives each year will be set aside solely for the purpose of assisting campus organizations. The amount will be set by the SGA Executive Council and the Director of Student Activities and Community Service.
- C. To be eligible, the group requesting funds must be an officially recognized organization on campus and have a representative, usually the President, participate in the Presidents' Council.

Offices:

There shall be a Student Organization Assistance Fund Committee that shall consist of the following members:

SGA Treasurer – Chair

SGA President

SGA Advisor

A representative from each of the following types of campus organizations:

Religious Life

Greek

Service

Honor Organizations

Athletics

Other

This committee shall be in charge of reviewing each application that is submitted and determining an appropriate outcome.

By-Laws:

Any organization that wishes to request funds must adhere to the following guidelines:

- 1. The President of the organization (or member in charge, if there is no President) must request an application from the SGA Treasurer.
- 2. The application must be completed and turned in no later than one academic month before the funds are needed. The earlier that the funds are requested, the more likely SGA will have funds left to distribute.
- 3. The application will be reviewed by the Student Organization Assistance Fund Committee and the organization requesting funds will be notified of the committee's decision within two weeks of the submission.



STUDENT HANDBOOK 2011 - 2012

- F. Any organization that receives funds must adhere to the following steps when using their allocated funds:
- a. All monies spent must be well-documented and turned in to the SGA Treasurer. This includes all receipts or invoices, as well as written documentation of why the money was spent.
 - b. Failure to do this may result in, but is not limited to, being prohibited from being allowed to request funds in the future and being required to repay the funds granted.
 - c. Misuse of funds will not be tolerated, and any evidence of such misuse will result in referral to the Director of Student Activities and the Dean of Students.
- G. The funds will be distributed in a continuing manner throughout each semester. Half of the total amount will be allocated to each semester. Organizations are encouraged to plan and apply early since once the money is gone, it's gone.

**STUDENT
HANDBOOK
2011 - 2012**



LAGRANGE
COLLEGE

NOTES

Lined area for notes, consisting of multiple horizontal lines.

